

WAREHOUSE STOREKEEPER

CLASS SUMMARY

Under general supervision physically receives, checks, issues and delivers supplies and equipment; maintains and secures inventory; operates trucks, forklifts, and delivery vehicles; and performs related duties as assigned or required. Uses computer system to electronically process and research receiving and inventory control transactions and prepare related reports as necessary. May pick up and deliver mail from and to post office, campuses and other locations when necessary and process information for mail service reports.

REPRESENTATIVE DUTIES

Participates in the operations of a central receiving facility and receives, checks and delivers all materials, supplies, furniture and equipment purchased for various District and college offices and locations; receives copies of purchase orders and follows-up on late deliveries; operates forklift in loading and unloading supplies and equipment; operates vehicles in making on campus deliveries; operates truck in making off-campus deliveries or pickups; documents receipt of shipments to warehouse by both manually and electronic means, and routes paperwork to accounting office; electronically maintains inventory records on equipment; maintains accurate files and records; maintains warehousing facilities in neat and clean order; and prepares computer reports related to receiving, deliveries, and/or inventory as necessary.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Inventory, Delivery & Storage Services Supervisor or designated supervisor.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Work experience in the receiving, storing, issuance and delivery of stock. Experience with online computer systems.

Knowledge and Abilities

Knowledge of: modern storekeeping procedures related to automated and inventory control, receiving, checking, issuance, storage and delivery of supplies, furniture, equipment and general stock; business practices relating to the files and paperwork of store keeping; variety of supplies and equipment used in a college district; arithmetic and English.

WAREHOUSE STOREKEEPER cont'd

Ability to: receive, check, issue and deliver all types of material, stores rapidly, accurately and in an accommodating manner; process transactions via an online computer system; maintain files, tickler files and records systematically; make arithmetic calculations; maintain cooperative working relationships with college and office personnel; supervise helpers; perform heavy manual tasks efficiently and safely; drive trucks and operate forklifts and other similar equipment.

License: valid California Motor Vehicle Operator's License with a driving record that meets minimum standards established by the District's insurance carrier.

Physical Requirements: regularly performs light and heavy manual work, involving lifting and climbing; may be require to lift up to 70 pounds.