



STOREKEEPER

SCOPE OF WORK:

Work involves operating an institution or department storeroom or warehouse involving the receipt, storage, and distribution of a variety of items.

DUTIES PERFORMED AT ALL LEVELS:

- Monitor inventory printouts to assure proper supply levels are maintained.
- Pack goods, prepare shipping documents and arrange transportation.
- Receive, identify, store, and issue a variety of general, mechanical, medical, dietary, chemical, electronic, and office supply items.
- Review computer printouts for errors and check random areas for accuracy of inventory goods.
- Conduct vendor follow-up on delinquent or incomplete orders or damaged goods.
- Operate material handling equipment including scales, computers, and calculators.
- Complete physical inventory of goods.
- Complete various reports and records as required.
- Prepare purchase orders; verify and submit billings for payment.
- Input daily additions and deletions to the inventory.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

STOREKEEPER I
GRADE F

0631

LEVEL DEFINITION:

Work at this level involves assisting in the operation of an institution or department storeroom or warehouse.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires high school graduation or GED and two years of storeroom or warehouse related experience.

STOREKEEPER II
GRADE H

0632

LEVEL DEFINITION:

Work at this level involves responsibility for the operation of an institution or department storeroom or warehouse or providing supply distribution to multiple locations across the state for a large agency.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Manage a large, diverse storeroom or warehouse.
- Supervise and maintain an efficient inventory control system.
- Maintain budget expenditure limitations.
- Assist in developing policies and procedures.
- Coordinate the completion of scheduled inventories.
- Monitor inventory control levels, recommend increased stock levels, and maintain optimum inventory levels.
- May supervise, evaluate, and coordinate the work of assigned staff.
- Initiate purchase orders, approve invoices for payment, and assign budget account numbers.
- Supervise the packaging, distribution, and shipment of goods.
- Maintain an inter-departmental billing system.
- Conduct bid sales of surplus and obsolete equipment.
- Recommend or provide advice on future purchases.
- Maintain inventory or other store records used as controls for purchasing or other management purposes.

MINIMUM QUALIFICATIONS:

Requires high school graduation or GED and four years of storeroom or warehouse related work experience.

Eff. Date: 10/74

Rev: 11/90 - Factored; new duties, format change

Reviewed: 9/96 - Rewritten in current format (Hazardous points added in 1992)

Correction: 6/98 - 1992 grade change not shown on format update

Rev: 07/12 – Conversion to Hay System

Rev: 03/13 – Added level definitions, revised minimum qualifications and duties; JEC reviewed and changed factor evaluation for I level increasing grade from E.