

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: STOREKEEPER

#### BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, receive, check, store, verify, issue and deliver supplies and equipment used in the school District; input and process incoming stores inventory.

#### REPRESENTATIVE DUTIES:

Receive supplies and equipment; inspect shipments for damage and conformity to purchase order specifications and packaging slips. **E**

Assure proper repackaging, marking and delivery of shipments to schools and departments; mark items with catalog number identification and input into warehouse stores system; package and label outgoing material in accordance with requirements of the U.S. Postal Service, United Parcel or other agencies. **E**

Assist in scheduling work activities of the Delivery Drivers involving, receiving, delivery, stock requisition filing, restocking shelves and maintaining warehouse in clean and orderly condition. **E**

Receive warehouse stores and verify requisitions, fill requisitions, prepare back order forms on out-of-stock items according to established procedures; assist in scheduling deliveries, pick-ups and transfers. **E**

Assist in the planning of space utilization of warehouse stock. **E**

Maintain warehouse stock bins and shelves at full stock level; mark items with proper catalog identification numbers. **E**

Assist in preparation and maintenance of records related to warehouse stock reordering, inventory, food service requisitions and other matters; assist in the selection of purchase of warehouse machinery and equipment as assigned. **E**

Operate a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminal, postage machine, copier, scales and hand trucks as needed. **E**

Assist in planning and participate in the inventory of warehouse stock.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Modern warehousing terminology, procedures and practices related to receipt, storage, inventory and

issuance of goods.  
Billing and shipping techniques.  
Equipment and supplies used in a school system.  
Modern office practices, procedures and equipment.  
Material handling safety standards.  
U.S. Postal Service regulations and procedures.  
Proper methods of storing equipment, materials and supplies.  
Principles and practices of providing work direction.  
Operation of a computer terminal.

**ABILITY TO:**

Receive, account for, store, issue and deliver supplies and equipment used in the District.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Coordinate and prioritize schedules.  
Maintain rigorous work schedule requiring continuous and heavy physical exertion.  
Operate a variety of warehouse machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminals, postage machine, copier, scales and hand trucks as needed.  
Assist in establishing and maintaining effective storekeeping procedures.  
Perform clerical duties related to warehouse operations.  
Maintain and prepare routine records.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience in storekeeping/warehouse work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.  
Noise.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Lifting heavy objects.  
Bending at the waist.  
Climbing ladders.  
Standing for extended periods of time.