



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>STOREKEEPER I</u></b>			
<b>DEPARTMENT/SITE:</b>	Logistics Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	25 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Warehouse Supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock; receive, verify, and process related purchase orders. Responsible for the logistics and distribution of various supplies. The incumbents in this classification assist in providing students with instructional, custodial, and nutritional supplies which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

The **Storekeeper II** is responsible for the nutritional services supplies in the Nutrition Warehouse, and the **Storekeeper I** is primarily responsible for the storage of custodial supplies and health supplies.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock; ensure goods are delivered in a timely manner.

Receive, unload, and inspect shipments for damage, spoilage, and conformity to purchase order specifications and packing slips; review shipments for accuracy including quality and quantity; identify and resolve shortages, damaged goods, or other problems and discrepancies.

Load and prepare various items for delivery; receive, verify, fill, and process food, supply, and purchase orders; pull, pack, sort, and ship items to various locations according to established procedures; arrange for outgoing deliveries with school site and other District personnel.

Shelve, stack, and store items in appropriate sections of warehouse; maintain and organize warehouse inventory; monitor and maintain regular store stock items as assigned; follow up on delayed orders as appropriate in conjunction with the Purchasing Department; participate in regular and periodic inventories as assigned.

Place food items in and retrieve goods from racks, refrigerators, or freezers as assigned; ensure proper temperature of food items; rotate perishable and nonperishable inventory as needed; clean and sweep warehouse, freezers, and storage areas as required; pick up and dispose of trash and debris.

Open and close warehouse facilities as directed; turn lights and equipment on and off; lock and unlock doors, gates, and cabinets; set and deactivate alarms; ensure the security of warehouse facilities, stock, equipment.

Drive a District vehicle to various District locations along assigned routes to pick up, deliver, and distribute food, supplies, furniture, equipment, textbooks, media, documents, mail, materials, and other items as needed; ensure deliveries comply with quantity and product specifications.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, delivery vehicle, reach lift, two-way radio, and postage meter; operate modern office equipment, including a computer and assigned software.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records, logs, and files related to orders, deliveries, warehouse operations, stock, requisitions, and assigned activities; input and update related information in an assigned computer system.

Pick up and distribute mail, deposits, and packages according to established procedures as needed; process and sort inter-District mail and e-procurement purchases; prepare, process, meter, and affix postage to outgoing mail from various District locations.

Assist in maintaining fixed asset inventory as required; affix identification labels to designated materials and equipment as directed.

Maintain warehouse, delivery vehicle, or other assigned areas in a clean, orderly, and safe condition.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, practices, and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, packing slips, and other warehouse documents.

Practices, procedures, terminology, and techniques involved in the receipt, issuing, and distribution of supplies and materials.

Proper loading and unloading of trucks.

Traffic laws, defensive driving techniques, appropriate parking procedures for loading and unloading, and rules of the road.

Operation of a forklift, pallet jack, and other warehouse equipment.

Proper methods of storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of modern office equipment including a computer and assigned software.

Proper lifting techniques.

Health and safety regulations.

Record-keeping techniques.

Mathematical calculations.

**ABILITY TO:**

Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock.

Shelve, store, and prepare warehouse and food items for delivery.

Load and unload shipments of supplies and equipment.

Receive, fill, verify, and process food, supply, and purchase orders.

Verify accuracy of shipments including quality and quantity.

Operate a forklift, pallet jack, and other warehouse equipment.

Utilize space efficiently and effectively.

Maintain various records related to work performed.

Keyboard or input data at an acceptable rate of speed.

Drive a District vehicle to various District locations to pick up and deliver various items.

Meet schedules and timelines.

Observe health and safety regulations.

Observe legal and defensive driving practices.

Work independently with little direction.

Perform mathematical calculations with speed and accuracy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two years of warehouse, delivery, or related experience including work in the storage and retrieval of food items.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

Valid Forklift Certification.

A current Department of Motor Vehicles driving record of traffic and accident involvement (H6 report) must be submitted at time of application and updated annually.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment, with exposure to various weather conditions.

Driving a District vehicle to conduct work.

Regular exposure to fumes, dust, and odors.

Entering and exiting freezer on a regular basis.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and view computer screens.

Sitting or standing for extended periods of time.

Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.

Reaching overhead, above the shoulders, and horizontally.

Bending at the waist, kneeling, and crouching.

Heavy physical labor.

Walking.

**HAZARDS:**

Working around and with machinery having moving parts.

Traffic hazards.

Potential slip and fall hazards in freezer.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 8/94;

Rev. 9/98; 9/01 (New Title); Rev. 4/10; 10/10

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24