



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>STOREKEEPER II</u>			
DEPARTMENT/SITE:	Logistics Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	27 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Warehouse Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Lead and participate in a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, issuing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock; train and provide guidance to assigned personnel. The incumbents in this classification assist in providing students with the receiving, storage, and distribution of nutritional supplies and service stock 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.

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

Oversee and participate in receiving, unloading, and inspecting shipments for damage 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.

Train and provide guidance to assigned personnel; assign employee duties and review work for accuracy and completeness; provide input concerning employee evaluations as requested; arrange for substitutes as needed.

Lead and participate in loading and preparing various items for delivery; receive, verify, fill, and process requests and orders; pull, pack, sort, and ship items to various locations according to established procedures; ensure nutrition centers and school sites are stocked with adequate supplies.

Coordinate and arrange delivery routes and schedules; confer with school site and District personnel regarding the pickup and delivery of orders; receive and coordinate response to school site requests; resolve shipping errors between District warehouse and individual school sites.

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; oversee and 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, and equipment; assist in ensuring adequate equipment and staff to meet warehouse needs.

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, aisle stacker, two-way radio, and postage meter; operate a computer and assigned software.

Input shipping, receiving, inventory, and other data into an assigned computer system; establish and maintain automated records; initiate queries and generate computerized lists and reports as needed; verify accuracy of input and output data.

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

Compile information and prepare and maintain various records, logs, reports and files related to orders, deliveries, warehouse operations, stock, requisitions, shipping, receiving, inventory, and assigned activities.

Pick up and distribute mail, deposits, and packages including e-procurement according to established procedures as needed; process and sort inter-District mail; 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.

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

Assist in warehouse operations in the absence of the Warehouse staff.

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:**

Warehouse operations, policies, objectives, procedures, equipment, and terminology.

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

Practices, procedures, terminology, and techniques involved in the receipt, storage, issuing, and distribution of supplies, equipment, 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 storage methods, space utilization, and inventory techniques.

Principles and practices of training and providing guidance.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

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

Proper lifting techniques.

Health and safety regulations.

Record-keeping and report preparation techniques.

Mathematical calculations.

ABILITY TO:

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

Lead and participate in the shelving, storage, and preparation of supplies and equipment for delivery.

Review shipments to verify accuracy including quality and quantity.

Train and provide guidance to assigned personnel.

Drive a District vehicle to pick up and deliver supplies, equipment, materials, and food items.

Oversee and participate in receiving, unloading, and inspecting shipments.

Coordinate and arrange delivery schedules and activities with school site personnel.

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

Utilize space efficiently and effectively.

Observe health and safety regulations.

Meet schedules and timelines.

Maintain records and prepare reports.

Operate a computer and assigned software.

Keyboard or input data at an acceptable rate of speed with accuracy.

Perform mathematical calculations with speed and accuracy.

Work independently with little direction.

Observe legal and defensive driving practices.

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 three 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.

Wholesale Food Warehouse Food Safety Manager Training Certificate.

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.
Entering and exiting freezer on a regular basis.
Regular exposure to fumes, dust, and odors.

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.
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 for exposure to chemicals and other hazardous material.
Cold from coolers and freezers.
Potential slip and fall hazards in freezers.

CLEARANCES:

Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved:8/94;
Rev.9/98; New title and range 9/01; Rev.6/06;3/10;10/10
2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24