

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: STOREKEEPER I

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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; assure 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 outgoing deliveries with school site and other District personnel.

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

Place food items in and retrieve goods from racks, refrigerators or freezers as assigned; assure 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; assure security of warehouse facilities, stock and equipment.

Drive a 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; assure deliveries comply with quantity and product specifications.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, conveyer belt, delivery vehicle, aisle stacker, two-way radio and postage meter; operate 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; 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.

Serve as Storekeeper II in the absence of Storekeeper II as needed.

OTHER DUTIES:

Perform related duties as assigned.

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 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 standard office equipment including a computer and assigned software.

Proper lifting techniques.

Health and safety regulations.

Record-keeping techniques.

Basic mathematics.

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.

Type or input data at an acceptable rate of speed.

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

Meet schedules and time lines.

Observe health and safety regulations.
Observe legal and defensive driving practices.
Work independently with little direction
Add, subtract, multiply and divide quickly and accurately.
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 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.
Driving a vehicle to conduct work.
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 and view computer screen.
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.