

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: STOREKEEPER II**

**BASIC FUNCTION:**

Under the direction of the Warehouse Supervisor, 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 work direction and guidance to assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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; assure 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 work direction and 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; assure 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 section 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; 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; assist in assuring adequate equipment and staff to meet warehouse needs.

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.

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 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.

Serve as the Warehouse Supervisor in the absence of the supervisor as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**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 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 work direction.

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.  
Mathematic 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 work direction and guidance to assigned personnel.  
Drive a 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 fork lift, pallet jack and other warehouse equipment.  
Utilize space efficiently and effectively.  
Observe health and safety regulations.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Operate a computer and assigned software.  
Type or input data at an acceptable rate of speed.  
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 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.  
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.