

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

I. **Title:** Storekeeper I

II. **Definition**

Under general supervision, to receive, store, issue, and keep records of school supplies and equipment; and to do related work consistent with the job description.

III. **Examples of Duties**

Receives deliveries and verifies conformity to purchase orders and checks for shortages, damages, or other discrepancies; stores materials and supplies in a warehouse; operates forklift for heavy materials; receives requisitions from schools; fills requisitions; wraps, packs, and otherwise prepares parcels and goods for distribution to schools and requesting departments; rotates stock and maintains inventory records; answers questions from schools and District departments concerning materials and supplies; may go to sites to make deliveries and/or place ID tags on District equipment; and performs related duties consistent with the job description; maintains and enters data through the use of computer terminals.

IV. **Distinguishing Characteristics**

Not applicable.

V. **Employment Standards**

A. **Knowledge of:**

Warehousing practices and procedures related to the receiving, storing and inspecting, and issuing of materials and supplies.

Common supplies and materials used in a large school district.

B. **Ability to:**

Learn District warehouse procedures for the receipt, storage, and issuance of materials and supplies;

Perform moderately heavy physical labor;

Acquire general familiarity with existing stock and maintain inventory records;

Operate District trucks and forklifts;

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;

Understand and carry out oral and written instructions;

**C. Education/Training/Experience**

Completion of 12<sup>th</sup> grade or equivalent or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

**D. Licenses/certificates:**

Valid California Driver's License

**VI. Specific Qualifications:**

Date: 7/85

Range: 24, Board Approved 2/6/1992

Work Year: 12 months

MUNIS Job Class Code: 5031

Union: AFSCME