

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

I. **Title:** Storekeeper III

II. **Definition**

Under general supervision, to receive, store, issue, and keep records of school supplies, furniture, and equipment, to operate trucks, to load and unload heavy equipment, in a safe and orderly manner, and to do related work as required consistent with the job description.

III. **Examples of Duties**

Receives materials, supplies, and equipment delivered on purchase orders; inspects incoming materials for conformity to purchase orders and checks for shortages, damages, or other discrepancies; stores materials and supplies in the warehouse; operates all equipment, including forklift, pallet lifter, order selector, and other warehouse equipment for movement of heavy materials; receives requisitions from schools for materials and supplies stored in the warehouse; fills requisitions and wraps, packs, and otherwise prepares parcels and goods for distribution to schools and requesting departments; rotates stock and maintains inventory records of the warehouse stock; keeps stock inventory; answers questions from schools and departments concerning materials and supplies in the warehouse; maintains and enters data through the use of a computer terminal; establishes storekeeping standards and procedures in consultation with supervisor; plans, organizes the receiving, storage, and distribution of all items received in the warehouse; oversee physical inventory; originates and maintains filing system for purchase orders, inventory registers, data processing and miscellaneous forms pertaining to the supply system; oversees the servicing and routine maintenance of forklift and other warehouse equipment; prepares reports; may assist in minor assembly or preparation of furniture; evaluates furniture picked up from site for redistribution; oversee and maintain the fixed asset inventory system.

IV. **Distinguishing Characteristics**

Not applicable.

V. **Employment Standards**

A. **Knowledge of:**

Warehouse practices relating to the receipt, storage, inspecting, and issuance of common supplies and materials used in a large school district; District warehouse procedures for the receipt, storage, inspection, and issuance of materials and supplies; operations and maintenance of trucks; safe driving regulations.

- B. **Ability to:**  
Perform moderately heavy physical labor; Understand and carry out oral and written directions; maintain cooperative working relationships with those contacted; maintain accurate records and exercise control over stores issue; plan and schedule workload; operate trucks skillfully and in accordance with traffic regulations.
  
- C. **Education/Training/Experience**  
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: AFSCME Agreement 1988 - 1991

Range: 27

Work Year: 12 months

MUNIS Job Class Code: 5221