

## STOREKEEPING SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
3317	Storekeeper I	05	075	6 mo.	10/15/13	Rev.
3318	Storekeeper II	05	075	6 mo.	10/15/13	Rev.
3319	Storekeeper III	05	075	6 mo.	10/15/13	Rev.
3606	Stores Supervisor	05	075	6 mo.	10/15/13	Rev.

***Promotional Line: 176, 205***

### Series Narrative

Employees in this series perform and/or supervise duties related to the receipt, record keeping, care, and issuance of supplies from storerooms.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Storekeeper I** **3317**

Employees at this level receive, store, and issue materials, equipment and other items from storerooms and keep records. They work under general supervision from a designated supervisor.

A Storekeeper I typically –

1. receives, loads/unloads, and counts stock items, and records data; counts, grades, or weighs articles
2. checks incoming orders against items listed on requisitions, invoices, or other forms
3. packs and unpacks items to be stocked in stockrooms, warehouses, or storage yards; stores items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas; stores supplies in bins, on the floor, or on shelves, depending on the nature of the articles, in a location and position convenient for removal when needed
4. periodically verifies inventory computations' accuracy by comparing them to physical counts of stock, investigates discrepancies and adjusts errors
5. marks stock items with identifying codes, figures, or letters when required using identification tags, stamps, electric marking tools, or other labeling equipment
6. cleans or maintains supplies, tools, equipment, and storage areas to ensure compliance with safety regulations
7. examines and inspects stock items for wear or defects, and reports damage to supervisors
8. provides assistance or direction to other workers
9. rotates specified stock according to receipt date
10. fills orders from requisitions or issues supplies and stock to students, faculty, and staff

11. may order supplies to maintain inventory quota
12. processes emergency orders and express shipments for special order parts and supplies in a timely manner
13. may operate a fork lift, pallet jack, and/or narrow aisle reach trucks on a daily basis to achieve required high rack palletized storage, and performs basic preventative maintenance on material handling equipment as assigned
14. performs other related duties as assigned

**Level II: Storekeeper II****3318**

Employees at this level are responsible for performing record keeping, issuance, and receipt duties of an increasingly complex nature and work in storerooms of various sizes. These employees work under direction from a designated supervisor.

A Storekeeper II typically –

1. receives, loads/unloads, stores, and issues a variety of general items
2. performs difficult tasks in connection with checking and tallying special and/or technical items of supply
3. handles and stores special stock items requiring special treatment that deviates from established storekeeping methods and that requires knowledge of stock characterized by susceptibility to spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, or ease of physical damage
4. assists with the disposal of the chemical waste generated by instructional labs (e.g., research labs) in approved waste containers that are properly labeled with the contents and quantities of waste, and maintains the safe storage of these containers until the waste pickup is complete
5. mixes or compounds items carried in stock, under the specific direction of an authorized person
6. checks stock against shipping authorizations for agreement as to quantities, descriptions, sizes, conditions, and conformance to purchase orders
7. issues stock as requested on requisitions by checking items against stock levels on hand, suggesting substitutes, noting quantities issued on requisitions, and obtaining appropriate signatures on requisitions
8. reads and interprets data processing forms used for stock and inventory record maintenance
9. for non-typical orders, consults operating personnel to ensure compliance with purchase orders
10. maintains records such as purchase order numbers, dates received, and dates issued

11. directs/oversees the work activities of store personnel engaged in performing tasks related to the receipt, storage, custody, issue, and shipment of related general items of supply; may supervise assigned personnel; trains lower-level employees (e.g., training in equipment maintenance)
12. conducts cyclic, special, and other inventorying of bin and bulk stock
13. refers situations involving major deviations from established methods to a supervisor and makes recommendations suggesting a course of action to be taken; makes recommendations concerning the alignment of services with operating needs
14. exercises judgment in estimating the amounts of supplies needed for replenishment
15. prepares necessary reports
16. may assist faculty or staff in setting up and operating items of equipment for lectures, regular laboratory work, or special demonstrations
17. performs the duties of the lower-level in this series, as required
18. performs other related duties as assigned

**Level III: Storekeeper III****3319**

Employees at this level are in charge of a complex storeroom/warehouse operation. They work under direction from a designated supervisor.

A Storekeeper III typically –

1. is responsible for the inventory/maintenance of items, and is in charge of, a storeroom or warehouse operation that receives, stores, and issues special and/or technical items
2. provides services requiring a knowledge of supply item characteristics, uses, sizes, and component parts gained through the use of catalogs, manuals, and/or contact with technicians; solves problems that require searching for data in technical catalogs and publications to determine the appropriate substitution or interchange of items, and/or to ensure compliance with specifications
3. verifies supplies' condition, quality, and compliance with specifications and change orders
4. applies special handling and precautionary measures for loading, unloading, moving, and storing fragile, delicate, or bulky items, when required
5. estimates the amount of supplies needed for replenishment, initiates and prepares requisitions or, as directed, prepares purchase orders, and during emergency conditions, makes special open local market purchases under authorized regulations
6. posts the quantity of supplies received and issued to establish cost accountability and to reflect current balances on hand

7. conducts physical inventories, compares the results obtained with totals on control records, and solves discrepancy problems
8. issues items, with the authority to change the quantity given from the quantity requested to conform with the weights or amounts on hand
9. may supervise employees and train employees in the use of storekeeping methods, techniques, and practices; plans, assigns, directs work, and appraises performance; rewards and disciplines employees; addresses complaints and resolves problems
10. makes recommendations and suggestions with respect to the substitution and interchange of special items, items of questionable serviceability, the establishment of minimum and maximum stock levels, and the modification and adaptation of guides for effective handling and storing of supplies
11. manages storeroom/warehouse space, including the determination of space allocations and physical configurations for resale stock; makes decisions in developing plans for the allocation of space and the location of supplies
12. makes commitments, including accepting or rejecting supplies that are not covered by the appropriate paper work
13. certifies that the correct types and quantities of stock are received
14. assists in supervising the unpacking, inspection, and return of defective, excessive, broken or incorrect items
15. assists in the maintenance, and/or supervision of the maintenance, of control files that indicate the amounts of individual items on hand at any given time and those recording the distribution of items
16. assists in the review of stock records as to past consumption and requisitions items to ensure an adequate supply
17. assists in the supervision of the issuance and delivery of items from warehouses or stockrooms and disposes of the depreciated and obsolete stock
18. assists in establishing methods of stock control
19. performs the duties of the lower-levels in this series, as required
20. performs other related duties as assigned

**Level IV: Stores Supervisor****3606**

Employees at this level are responsible for a centralized facility and/or a combination of decentralized facilities involved in storekeeping operations. Employees at this level work under administrative direction from a designated manager.

A Stores Supervisor typically –

1. directs stores and clerical personnel in ordering, receiving, storing, inventorying, inspecting, and shipping materials, supplies, tools, equipment, or replacement parts
2. supervises the unpacking and inspection of items
3. directs the return of defective, excessive, broken, or incorrect items
4. maintains and/or supervises the maintenance of control files indicating amounts of individual items on hand at any given time
5. maintains and/or supervises the maintenance of records showing the distribution of all items
6. reviews stock records as to past consumption and requisitions items to ensure an adequate supply
7. keeps records of funds allocated and items ordered
8. may estimate overhead expenses and add this expense to the cost of items
9. supervises the issuance and delivery of items from warehouses or stockrooms and disposes of depreciated and obsolete stock
10. establishes methods of stock control
11. provides general and direct supervision to storeroom employees, clerical classes, and other relevant employees (e.g., approves time off and creates work schedules)
12. supervises operations reports and similar data submitted to an internal department or to external entities
13. interviews and selects personnel
14. performs the duties of the lower-levels in this series, as required
15. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Storekeeper I**

**3317**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Mathematical ability

2. Judgment and decision making: considering the relative costs and benefits of potential actions to choose the most appropriate one
3. The ability to effectively convey information to others, both verbally and in writing
4. Customer service: knowledge of the principles and processing for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
5. The ability to perform general physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials
6. The ability to lift up to 50 lbs
7. Exposure to temperature extremes

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**Level II: Storekeeper II****3318**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. **One (1) year (12 months)** of work experience comparable to that performed at the Storekeeper I level of this series or in other positions of comparable responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Mathematical ability
2. Judgment and decision making: considering the relative costs and benefits of potential actions to choose the most appropriate one
3. Is able to effectively convey information to others both verbally and in writing
4. Customer service: knowledge of the principles and processing for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
5. The ability to perform general physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials
6. The ability to lift up to 50 lbs
7. Exposure to temperature extremes

**Level III: Storekeeper III****3319**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. **Three (3) years (36 months)** of work experience comparable to that performed at the Storekeeper II level of this series or in other positions of comparable responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Mathematical ability
2. Judgment and decision making: considering the relative costs and benefits of potential actions to choose the most appropriate one
3. Is able to effectively convey information to others both verbally and in writing
4. Customer service: knowledge of the principles and processing for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
5. The ability to perform general physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials
6. The ability to lift up to 50 lbs
7. Administration and management: knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources
8. Supervisory ability
9. Exposure to temperature extremes

**Level IV: Stores Supervisor****3606**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. **Three (3) years (36 months)** of work experience comparable to that performed at the Storekeeper III level of this series or in other positions of comparable responsibility.
3. **Two (2) years (24 months)** of work experience in a supervisory capacity.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Mathematical ability
2. Judgment and decision making: considering the relative costs and benefits of potential actions to choose the most appropriate one
3. Is able to effectively convey information to others, both verbally and in writing
4. Customer service: knowledge of the principles and processing for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
5. Ability to perform general physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials
6. Administration and management: knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources
7. Supervisory ability
8. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
9. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data