

# LEMON GROVE SCHOOL DISTRICT

## CLASS TITLE: STOREKEEPER

### BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, performs tasks in connection with receiving, recording, storing and distributing supplies, forms, curriculum items, equipment and materials for use in the District and is responsible for the delivery of supplies and bulk mail throughout the District.

### JOB RELATIONSHIPS:

Supervised by the Director of Maintenance, Operations and Transportation; has contacts with staff at schools and in the offices.

### REPRESENTATIVE DUTIES:

Receives all supplies and equipment, reconciles deliveries with purchase orders, checking for correctness of quantity and quality and reports on same to the Business Office. *E*

Assists in supply and equipment inventories; maintains a reasonable stock level. *E*

Stores supplies in a proper manner. *E*

Ensures the cleanliness of the warehouse. *E*

Assists in receiving and uncrating books. *E*

Records all disbursements of store items in cooperation with the Business Office. *E*

Fills and loads all food service requisitions for food and supplies. *E*

Performs all necessary bulk mail deliveries of correspondence, books, instructional materials and small equipment. *E*

Works with and around hazardous materials and may be required to participate in emergency cleanup of potential hazardous waste or material spills.

Performs other duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Record-keeping and inventory skills.

Proper accounting for mail items.

Physical aspect of warehousing and orderly storage of materials.

July 1998

Stock inventory procedures and forms.  
Equipment and supplies used in a school system.  
Billing and shipping techniques and terminology.  
Practical bookkeeping.

**ABILITY TO:**

Keep accurate records.  
Accept direction and intelligently follow instructions.  
Work cooperatively with public, administration and fellow employees.

**LICENSES AND OTHER REQUIREMENTS:**

California Driver's License and other driver's licenses as required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate warehouse vehicles and equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to shelve materials.  
Reaching overhead, above the shoulders and horizontally to shelve materials.  
Physical stamina.  
Lifting, carrying, pushing or pulling heavy objects.