



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Storekeeper</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 57 Range: 43</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, food, equipment, materials and hot and cold meals; assist with fixed asset inventory control procedures and disposal of surplus inventory; prepare and maintain related records and reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment, materials and food; assure supplies, equipment, testing materials and food are delivered in a timely manner
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items
- Receive, unload, store and inventory dry goods, fresh and frozen foods and non-consumable supplies in a safe, orderly and efficient manner
- Pull and deliver warehouse, cooler and freezer items to the central kitchen
- Receive daily requisitions and fill orders according to established procedures; pick and stage food and supply orders for delivery to schools; deliver food and supplies to school kitchens in the absence of the driver
- Shelve, stock and store items in appropriate section of warehouse; load and prepare various items for delivery; receive, fill and process requisitions; pull, pack, sort and ship items to various locations according to established procedures; arrange outgoing deliveries and routes with site personnel
- Maintain cleanliness and order in warehouse, coolers and freezers
- Assist with fixed asset inventory control procedures and disposal of surplus inventory; tag and inscribe equipment as required

- Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems
- Perform a variety of duties related to the shipping, receiving, storing and issuing of food service equipment and supplies; prepare and maintain related records and reports; assure food service equipment and supplies are delivered in a timely manner
- Shelf and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged
- Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary
- Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a calculator, copier, computer and assigned software; follow appropriate food safety procedures while performing the duties
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory
- Assemble and organize equipment and supplies at delivery sites as directed; assure proper operation of equipment as assigned
- Maintain warehouse in a clean, orderly and safe condition

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, practices and terminology used in warehouse operations

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents

Proper loading and unloading of trucks

Shipping and receiving procedures

Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment

Proper methods of storing equipment, materials and supplies

Operation of a computer and assigned software

Basic record-keeping and report preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Proper lifting techniques

Basic inventory techniques

Health and safety regulations

Traffic laws, defensive driving techniques and rules of the road

Basic math

**ABILITY TO:**

- Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods
- Drive a vehicle to various locations along assigned routes to deliver goods
- Operate a forklift and other warehouse equipment
- Utilize space efficiently and effectively
- Meet schedules and timelines
- Assist with fixed asset inventory control procedures and disposal of surplus inventory
- Maintain and prepare routine records and reports
- Operate a computer and assigned software
- Understand and follow oral and written instructions
- Observe legal and defensive driving practices
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Observe health and safety regulations
- Add, subtract, multiply and divide quickly and accurately

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience receiving, storing and delivering supplies in a warehouse environment

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Valid Forklift Certification

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Warehouse environment
- Driving a vehicle to conduct work
- Regular exposure to fumes, dust and odors

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and 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
- Walking
- Lifting, carrying, pushing and pulling heavy objects typically weighing 75 – 100 pounds
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling and crouching
- Climbing ladders
- Heavy physical labor

**HAZARDS:**

- Working around and with machinery having moving parts
- Working at heights
- Traffic hazards