

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: LEAD STOREKEEPER

BASIC FUNCTION:

Under the direction of the Director, Business Services, leads and participates in the operation for the central warehouse; orders, receives, stores and assures the delivery of supplies and equipment to various sites; assures items are pulled and ready for delivery to schools and departments; coordinates activities related to the District's capital equipment inventory and record retention.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assures optimal utilization of warehouse space and adequate equipment and supplies are available to warehouse staff.

Communicates with personnel and outside agencies to exchange information and resolve issues or concerns related to shipping and receiving irregularities, equipment maintenance and repair, order discrepancies and assigned activities.

Coordinates the district surplus property sale throughout the year; logs and records disposition of surplus sale items.

Coordinates the maintenance and repair of warehouse equipment.

Creates, maintains, troubleshoots, and provides guidance to staff dealing with District warehouse software system problems to maximize efficiency for warehouse needs.

Fills requisitions from stock supplies such as custodial supplies, instructional supplies; distributes items to various schools and departments.

Follows established warehouse procedures and guidelines.

Initiates follow-up telephone calls/emails and checks with vendors for late shipments, delivery errors, broken or damaged materials and similar errors.

Inputs data into an assigned computer system; records asset information into computerized control system including barcode, serial number, model number, life of item, category, purchase order number, purchase date and purchase price.

Leads and perform storekeeping functions in the operation of an assigned central warehouse; oversees and coordinates the day-to-day operation of related warehouse activities; monitors and evaluates daily storekeeping activities and procedures; makes recommendations for changes as appropriate.

Maintains the warehouse in a safe, clean and orderly condition; opens and closes warehouse facilities; assures security of warehouse, stock and equipment.

Operates a variety of warehouse equipment including manual and electric floor jacks and forklifts; arranges for the repair and maintenance of warehouse equipment as necessary; drives a vehicle to conduct work.

Oversees the storage, rotation and flow of supplies and equipment between the warehouse and assigned school sites as assigned by the position; assures bulk orders and non-bulk orders are filled according to established timelines; initiates purchase requisitions as directed.

Plans, schedules and assigns routing and special deliveries of supplies and equipment.

Prepares and maintains a variety of records and reports related to shipping, receiving and assigned activities; processes forms, applications and paperwork necessary for the completion of supply and equipment transactions.

Prepares orders by pulling from stock for the purpose of meeting delivery requirements to school sites.

Processes report requests, documents, equipment transfers/movement, deliveries and/or materials.

Receives cash deposits in moneybags from multiple District sites; oversees the secure storage of collected cash and authorized release to armored truck drivers.

Receives stores and assures the delivery of supplies and equipment to various sites; coordinates supply and equipment transactions with shipping and receiving; checks deliveries against shipping papers, requisitions and purchase orders and sign for receipt; restocks warehouse shelves.

Reports and resolves inventory system issues with appropriate parties.

Responds to inquiries from various sources; provides requested information and/or referring to appropriate resources.

Trains and provides work guidance to assigned personnel; assigns warehouse and delivery workers to storekeeping and delivery duties; assigns schedules and reviews timesheets of substitutes.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques of receiving, storing, shipping and delivering supplies and equipment.

Storage and rotation of perishable items as assigned by the position.

Applicable laws, codes, regulations, policies and procedures.

Department operations, policies and objectives.

Health and safety regulations.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic mathematical calculations.

ABILITY TO:

Lead and perform storekeeping work in the operation of an assigned section of the warehouse.

Receive, store and assure the delivery of supplies and equipment to various sites.

Oversee the storage, rotation and flow of food supplies and equipment between the warehouse and assigned school sites as assigned.

Assure perishable foods are stored and rotated properly as assigned.

Train and provide work guidance.

Observe health and safety regulations.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Meet schedules and time lines.

Plan and organize work.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of responsible experience in storekeeping, delivery or related field. Forklift experience desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

Valid Forklift Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Working at heights.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate warehouse equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and perform storekeeping duties.

Lifting, carrying, pushing and pulling heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders.

Walking.

HAZARDS:

Working around or with machinery having moving parts.

Working at heights.

Traffic hazards.

FLSA Status

Approval Date

Non Exempt

3/01/08; 9/28/09; 12/14/15, 9/28/17, 2/18/20