

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: STOREKEEPER

BASIC FUNCTION:

Under the direction of the Director, Business Services, performs the storekeeping operations of the food section of the central warehouse; maintains food inventory database in District financial system; receives, stores, and pulls food items; assures food is pulled, staged and ready for delivery to site kitchens.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists warehouse and nutrition services personnel in the operations of the Child Nutrition inventory.

Collaborates with the Child Nutrition Department to provide information about available food and non-food inventory stored in the warehouse.

Communicates with various personnel and outside contacts to exchange information, coordinate orders, deliveries and resolve issues or concerns; responds to inquiries from various sources accordingly and refers to appropriate resources as needed.

Follows established warehouse procedures and guidelines.

Maintains the Child Nutrition inventory in assigned system; receives, returns and adjusts inventory; assures accuracy of data.

Maintains various files, records and reports related to assigned activities including purchase orders, cafeteria requisitions, inventory, return goods notices, UPS shipping records and material safety data sheets; provides related information according to established policies and procedures; processes report requests, documents, deliveries and materials related to assigned activities.

Operates a variety of warehouse equipment including manual and electric floor jacks and forklifts; drives a vehicle to conduct work.

Performs various duties in the storekeeping operations of the food section of the central warehouse; assists in filling requisitions from stock supplies as assigned for distribution to various schools and departments-

Ensures adherence to established timelines and schedules.

Prepares orders and pulls stock in accordance with delivery requirements; receives food items for the purpose of ensuring proper quantities, price, within date and not damaged in transit and using proper health and safety procedures; assists with unloading trucks.

Provides system training for assigned workers.

Reports warehouse equipment maintenance and repair needs to the Lead Storekeeper.

Reports ordering system issues to the Lead Storekeeper.

Serves as a backup to Lead Storekeeper in his/her absence and performs related duties as assigned by the position. Tasks may include but are not limited to, overseeing warehouse, processing daily deposits, barcoding assets, arranging move orders, reporting equipment and system issues, processing auction and e-waste items.

Stores and rotates assigned food items accordingly; verifies expiration dates.

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 foods as assigned by the position.

Basic mathematics.

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.

ABILITY TO:

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.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and two years of 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, odors and cold temperatures.

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.
Walking.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders.

HAZARDS:

Working around or with machinery having moving parts.
Working at heights.
Traffic hazards.

FLSA Status

Non-Exempt

Approval Date

3/01/08, 6/30/15, 9/28/17, 2/18/20