

**Job Class Profile: Storekeeper I****Pay Level: CG-24 Point Band: 422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	3	5	3	2	2	3	1	5	
Points	93	50	32	14	60	43	62	21	54	429

**JOB SUMMARY**

The Storekeeper I maintains and oversees the daily inventory of supplies needed for daily departmental usage.

**Key and Periodic Activities**

- Receives, unpacks and checks goods/materials.
- Inputs all records of receipt of stock into the inventory system. Notifies suppliers and/or purchasing department of short shipments or over shipments.
- Reviews requisitions for accuracy and any stock discrepancies.
- Investigates backorders
- Enters new inventory items to stock when requested.
- Prepares necessary requisitions for stock replacement.
- Updates and prints stores catalogues.
- Participates in annual physical inventory.

**SKILL****Knowledge****General and Specific Knowledge:**

- Policies and procedures regarding the receipt and issuance of goods/materials.
- Safe handling of hazardous materials

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma

**Years of Experience:**

- Minimum: 1-2 years

**Competencies:**

- Access and maintain electronic records.
- Operate office and lifting devices.

**Interpersonal Skills**

- A range of interpersonal skills are used including listening to work orders and requests for supplies, asking questions for clarification and providing routine information to various

departments regarding tracking orders. Skills are used to discuss repetitive issuance errors with staff to resolve the issue.

- Communications occur with employees within the immediate work area and throughout the organization as well as with sales representatives and suppliers.
- Most significant contacts include employees within the department to discuss stock availability/requirements, the purchasing group to inquire on backordered stock and/or purchase orders, and suppliers occasionally to inquire about short/over shipments.

## EFFORT

### Physical Effort

- The demands of the job typically do not result in fatigue requiring periods of rest.
- Regularly lifts and/or moves goods and materials weighing 10-50lbs. and occasionally required to lift or move items up to 50lbs.
- Physical effort includes unloading goods/materials by hand and/or with the assistance of pallet jacks and forklifts; lifting, pushing, pulling and moving supplies while maintaining stock shelves; and sitting at a computer to record the receipt and issuance of supplies.
- The nature of the work involves constant physical handling of goods/materials requiring gross motor skills, bending, kneeling and stretching, strength and endurance and balance. Fine finger or precision work is required for inputting records.

### Concentration

- **Visual concentration** is required to enter and maintain electronic records and inventories.
- **Auditory concentration** is required to receive directions and correspond with purchasing and suppliers.
- Because hazardous materials are often maintained, position must utilize the **sense of smell** to be aware of leakage and also be **attentive to ensure the health and safety of others**.
- **Repetition requiring alertness** is evident when receiving, unpacking and checking goods/materials.
- **Time pressures** exist to fill some material orders.
- **Eye/hand coordination** and **exact results or precision** is required to enter and maintain electronic records and inventories.

### Complexity

- Work involves a series of tasks and activities which are similar/related in terms of the skills and knowledge used and where the tasks are usually well-defined.
- Typical challenges relate to stock discrepancies. Must investigate and determine the cause and provide the remedy.
- When addressing typical challenges, policy manuals and managers/supervisors are available to provide direction and guidance.

## RESPONSIBILITY

### Accountability and Decision-Making

- Has some discretion to adjust stock, post expired products and items for departmental use.

<p>Also responsible to identify and resolve recurring errors.</p> <ul style="list-style-type: none"> <li>— May also post monthly inventory close out to the General Ledger.</li> <li>— Requires approval for such things as purchasing equipment and adding new inventory items to stock.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Completed activities are directly felt within the immediate work area, within department and organization.</li> <li>— Errors in accounting for goods/materials received or dispersed could impact the availability of items, service and the financial accounts.</li> <li>— There are checks and balances within the stores operation with incumbents performing the first level of checks. However, there are other levels of checks and balances to identify any possible errors.</li> <li>— Consequences and errors can be identified, resolved quickly and have short term implications.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Not responsible for the supervision of staff but would provide direction to staff in filling requisitions and resolve recurring errors. May also review the daily activity of the storeroom.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— Required to wear safety shoes, hard hat, gloves, and vest at all times. Required to practice safe work procedures at all times (i.e. pallet jacks, forklifts).</li> <li>— There is a limited likelihood of minor cuts, bruises, and abrasions from regular use of knives while opening packaging and handling inventory. There is a moderate to limited likelihood of fractures, other injuries, or partial disability.</li> <li>— Constantly exposed to unusual distracting noise, dirt, dust, filth, garbage in the stockroom. Regularly exposed to fumes, limited ventilation, and limited lighting.</li> </ul>