

Classification and Qualification STANDARDS

Storekeeper I

*Class Code: 1506
Date Revised: 01-01-1978
FLSA: Non-Exempt*

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under general supervision, the Storekeeper I has charge of receipt, storage and issuance of a volume of varied supplies requiring moderately complex storage practices in one of the branch warehouses or supply rooms of a CSU campus; or (2) has charge of the stores on a small CSU campus; or (3) assumes equivalent duties and responsibilities in assisting a higher grade stores supervisor.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Storekeeper I's typically perform work involving some or all of the following duties: lead a small staff in the receiving, checking, storing, and shipping of janitorial, office, hardware, dry goods, foodstuffs, and other supplies; check incoming supplies to determine damage and the correctness of quantity and quality for compliance with specifications; order various types of supplies; keep inventory records and maintain sufficient supplies on hand to fill anticipated needs; make daily entries of goods received and report the issuance of outgoing items; fill orders and requisitions; investigate complaints regarding the quantity or quality of goods received; check purchase orders and assign lot numbers to incoming supplies; take proper care of supplies and stock on hand; prepare reports and correspondence; reorder standard commodities when required; assign work to a small group of employees and maintain discipline or assist a higher grade stores supervisor on a larger campus.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

General knowledge of storekeeping methods and practices including packing and shipping a wide variety of commodities.

Ability to keep receiving, shipping and inventory records; rapidly learn and apply CSU procurement practices, procedures and materials specifications; plan and lead the work of others; forecast supply needs of routine items; prepare simple reports; read and write at a level appropriate to the duties of the position; make mathematical calculations; establish and maintain cooperative working relationships with suppliers, CSU and others.

Experience:

Two years of experience in a storeroom or warehouse in the performance of work involving the receipt, storage, and issuance of a variety of supplies, material, and equipment.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.