

## **STOREKEEPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation of a central storeroom involving receipt, storage and distribution of an extensive and varied stock of hospital, general office or building supplies and equipment. Although the work is performed with considerable independence in determining methods and procedures, it is reviewed for efficient storeroom operation through inspection and accounting controls. Supervision may be exercised over Stock Clerks and others performing routine stockhandling and clerical duties. This class differs from that of Stock Clerk by reason of the greater size of the storekeeping operation. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees the receipt, storage and issuance of a variety of supplies and equipment;  
Inspects goods received and approved invoices for payment;  
Assists in the loading and unloading of trucks;  
Keeps perpetual inventory and other records relative to stock on hand;  
Supervises the taking of periodic physical inventories;  
Obtains prices from vendors, prepares requisitions and recommends purchases to superiors;  
Plans, assigns and reviews work of storeroom assistants.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of storekeeping methods and procedures; good knowledge of purchasing practices and procedures; good knowledge of basic methods of maintaining inventory controls; good knowledge of basic arithmetic as related to duties; ability to supervise and train others; ability to perform manual labor such as lifting heavy objects.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience in the handling, storing and issuing of equipment and supplies and the maintenance of related records.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.