

CLASS SPECIFICATION FOR
Storekeeper I

GENERAL STATEMENT OF DUTIES: Operates a central supply storage area and receives, stores and issues supplies, materials and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class receives, stores and issues specified classes of goods upon receipt of requisition orders. Under supervision, and in conformance with standard procedures, employee has latitude for performing the details of the work. The employee may supervise others assigned to assist.

EXAMPLES OF WORK (illustrative only):

- Receives, stores and issues specified classes of goods;
- Uses parts books to determine correct part or substitute and locates part in the storage area or obtains from outside supplier;
- Checks purchase orders and requisitions;
- Uses a personal computer to create and maintain ordering and inventory databases and record-keeping files and systems;
- Enters and retrieves data from computer;
- Inspects goods for conformance to specifications;
- Estimates stock and inventory needs;
- Observes measures to prevent loss, deterioration and damage to goods;
- Takes inventory;
- Maintains inventory and stock records;
- Assists in the purchase of materials for the stock area;
- Drives to various locations to pick up and/or to deliver materials and supplies;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of a variety of supplies, materials and equipment; knowledge of storeroom and warehousing methods and procedures, including inventory record-keeping and purchase and requisition procedures; proven skill in the use of a personal computer and solid familiarity with commonly utilized business software and applications; ability to determine conformance of goods to specifications; ability to make arithmetical computations; ability to follow written and oral instructions; ability to establish and maintain effective relationships with coworkers; physical condition that will permit heavy lifting and carrying, climbing ladders, kneeling, stooping, pushing, reaching and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and two (2) years of stock-keeping experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.