

## STOREKEEPER II

### JOB SUMMARY

Under general direction, receive, store, inventory, issue, distribute, and otherwise control the supplies, books, materials, food items, equipment, and miscellaneous items of an assigned operational area such as the district or child nutrition service warehouse. Provide training and work direction to assigned warehouse personnel. Supervise warehouse operations during supervisor's absence.

### TYPICAL DUTIES

Plan, assign, schedule, provide leadership and coordinate the receipt, storage, and distribution of central warehouse and food service warehouse stock items, special order purchases, food, and supply items. Resolve discrepancies with sites as needed. Inspect shipments to verify conformance to purchase order specifications and report discrepancies, damage, or spoilage to the appropriate department (i.e., purchasing or child nutrition). Mark stock items and tag equipment. Assist in annual inventory of central warehouse and/or nutrition center warehouse. Prepare and maintain inventory records and provide related information to appropriate departments for district use. Determine maximum storage and stock quantities. Assist in determining best route scheduled for delivery drivers. Train and provide work direction to warehouse personnel as needed to meet deadlines and complete daily responsibilities. May drive delivery truck to deliver orders, pick up and deliver lunches, milk and mail, etc. Store and stock food, equipment, and other material by using warehousing equipment such as a forklift, aisle stacker, conveyor belt, hand truck, and a pallet jack. Maintain accurate records and files related to all job responsibilities. Perform other related duties as assigned.

### JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of varied and increasingly responsible warehouse and delivery experience, some of which includes proper food items storage and retrieval. Must obtain a forklift operator's certificate within the probationary period and then maintain validity. Must obtain and maintain a Wholesale Food Warehouse - Food Safety Manager's Certificate.

### Knowledge of:

Methods and practices of general warehouse work including the receipt, storage, distribution, delivery, inventory, and issuance of supplies, materials, foodstuff, and miscellaneous items. Record keeping techniques. Operation of warehousing equipment such as forklift and trucks. Preventive maintenance techniques for warehouse equipment. Safe methods for carrying and lifting heavy loads. Interpersonal skills using tact, patience, and courtesy. Principles of providing work direction and training.

### Ability to:

Work independently. Plan, schedule, and direct work of other warehouse workers and vehicles in completing work in a timely fashion and meeting deadlines. Perform moderate to heavy physical labor including lifting up to 55 pounds in the moving of equipment, materials and supplies. Understand and follow written and oral directions. Work cooperatively with those

contacted in the course of work. Maintain a good driving record and qualify for District vehicle insurance coverage. Operate a fork lift. Obtain, and maintain, a fork lift operator's certificate and a Wholesale Food Warehouse - Food Safety Manager's Certificate. Perform basic mathematical computations. Provide training and work direction.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage. Incumbent is required to obtain a valid forklift operator's license and Wholesale Food Warehouse - Food Safety Manager's Certificate within the probationary period.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required walk; dexterity of hands and fingers to operate computer and equipment; reach with hands and arms; talk and hear to exchange information. The employee frequently is required to stand and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Selected candidates must be able to perform the duties of a rigorous work schedule which include lifting, loading and unloading, and pass a physical examination and drug screen.

**WORKING CONDITIONS**

Driving a district vehicle. Indoor and outdoor environment. Cold from coolers and freezers. Working at heights. Working around and with machinery having moving parts. Potential for exposure to chemicals and other hazardous material. Fumes from vehicle and equipment operation.