

**TITLE:** SENIOR STOREKEEPER

**QUALIFICATIONS:**

1. Experience involving warehouse records, preferably in district
2. Ability to keep accurate records and to follow oral and written directions
3. Knowledge of maintaining and servicing power equipment such as paper cutters and shredders
4. Possession of valid driver's license
5. Ability to maintain cooperative and harmonious working relationships with district employees, vendors and delivery people

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To assist in operation that ensures full efficiency in acquisition, storage, and delivery of educational supplies and equipment

**PERFORMANCE RESPONSIBILITIES:**

1. Receives, checks, classifies, stores and delivers supplies and equipment delivered by vendors and others
2. Checks warehouse stock; fills requisitions from warehouse stock; keeps records of supplies
3. Operates forklift and power equipment such as paper cutter and shredder; maintains and services power equipment
4. Helps in shipping and receiving of school materials; is responsible for district courier services
5. Is responsible for identification and numbering of new equipment; keeps records and prepares reports for distribution of purchasing and accounting departments
6. In absence of Head Storekeeper supervises other personnel and takes and gives oral and written directions
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 25

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable