STOREKEEPER
 BUSDFinal

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 Prepare and maintain a variety of records and reports related to purchase orders, deliveries and
assigned activities; establish and maintain filing systems
 Perform a variety of duties related to the shipping, receiving, storing and issuing of food service
equipment and supplies; prepare and maintain related records and reports; assure food service
equipment and supplies are delivered in a timely manner
 Shelve and store items received in the appropriate section of the warehouse; place food items in
racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed;
assure food shipments are not spoiled or damaged
 Fill and process requisitions; pull, pack and ship items or supplies to various locations according to
established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering
equipment and supplies as necessary
 Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a
variety of office equipment including a calculator, copier, computer and assigned software; follow
appropriate food safety procedures while performing the duties
 Communicate with personnel and outside agencies to exchange information, coordinate activities and
resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory
 Assemble and organize equipment and supplies at delivery sites as directed; assure proper operation
of equipment as assigned
 Maintain warehouse in a clean, orderly and safe condition
OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic methods, practices and terminology used in warehouse operations
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents
Proper loading and unloading of trucks
Shipping and receiving procedures
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment
Proper methods of storing equipment, materials and supplies
Operation of a computer and assigned software
Basic record-keeping and report preparation techniques
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Proper lifting techniques

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ABILITY TO:
Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods
Drive a vehicle to various locations along assigned routes to deliver goods
Operate a forklift and other warehouse equipment
Utilize space efficiently and effectively Meet schedules and timelines
Assist with fixed asset inventory control procedures and disposal of surplus inventory
Maintain and prepare routine records and reports
Operate a computer and assigned software
Understand and follow oral and written instructions
Observe legal and defensive driving practices
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Observe health and safety regulations
Add, subtract, multiply and divide quickly and accurately
EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year experience receiving, storing and
delivering supplies in a warehouse environment
LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license
Valid Forklift Certification
WORKING CONDITIONS: