

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STOREKEEPER (Range 24)

BASIC FUNCTION:

Under the direction of an assigned Supervisor, coordinate and operate the Central Kitchen Center dry and cold warehouse and other non-food storage areas; receive and store dry goods, fresh and frozen foods and supplies, assure proper handling and storage; maintain current receiving, requisition and inventory records; pull and distribute warehouse stock on requisition; and prepare periodic reports; train-assigned staff.

REPRESENTATIVE DUTIES:

Train the work of warehouse crew; receive work assignments, distribute and participate fully in the work and assure that scheduled work is completed and meets departmental standards; notify supervisor of work load and scheduling problems as necessary. *E*

Provide information to supervisors related to condition of perishable items and prolonged storage of foodstuffs. *E*

Report on the distribution or retention of government commodities; recommend discontinuation of items. *E*

Complete routine reports of work, time and materials. *E*

Assist the supervisor in the development and modification of specialized warehousing policies and procedures; assure appropriate internal control and the proper handling, rotation and storage of foodstuffs. *E*

Distribute and arrange for distribution of foodstuffs, supplies and equipment to various preparation areas in the Central Kitchen and site serving areas according to requisitions; operate a forklift to relocate food supplies as necessary. *E*

Wrap, pack and prepare parcels and goods for shipping; conduct periodic inventory. *E*

Receive, inspect, distribute and store canned, fresh, packaged and frozen foods, materials, equipment and supplies delivered on purchase orders; maintain manual and automated records of receipt and distribution of warehouse items. *E*

Arrange the transfer of Nutrition Services Department furniture and equipment between sites, updating asset control records; review delivery routes for operational efficiency. *E*

Maintain shelves, freezers, refrigeration units and other storage areas in clean and orderly condition. *E*

Provide information to the supervisor of supply and equipment needs.

Place property control identification on department equipment and furniture maintaining records of same.

Coordinate recycling efforts of the department at the Central Kitchen.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specialized storekeeping and warehouse procedures, including methods of proper and orderly receipt, inspection, storage and distribution of a wide variety of foodstuffs, supplies, materials and equipment.

General warehousing methods and procedures.

Safe work practices.

Principles of training-

Automated and manual stores-related record-keeping practices.

ABILITY TO:

Organize and operate a specialized food warehouse with efficiency.

Utilize a computer terminal to make entries to established programs and to generate reports.

Operate a calculator.

Make arithmetic computations with speed and accuracy.

Compose routine narrative reports and correspondence.

Train, assigned staff. Organize work to assure timely completion of scheduled work.

Operate mechanized and manual warehousing equipment including a forklift.

Operate a delivery vehicle and observe defensive driving practices.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in specialized food warehousing involving dry, perishable and frozen foods.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license at time of appointment to and during employment in a position in this class, may be required of some positions.

Must be bondable at the time of appointment to and during employment in a position in this class.

Forklift certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment.

Driving to transport supplies.

Exposure to heat and cold.

PHYSICAL ABILITIES:

Seeing to distinguish colors and locate supplies.

Dexterity of hands, wrists and fingers to operate warehouse and office equipment.

Lifting, carrying, pushing and pulling heavy objects unload heavy supplies and equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies.

Dexterity of hands and fingers to operate warehouse equipment.

Walking or standing for extended periods of time.

HAZARDS:

Working with objects stored overhead.