

TITLE: <u>Storeskeeper</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA438</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>6</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Receive, store, inventory, distribute and record technical and scientific equipment, materials and supplies for a laboratory stockroom or storeroom facility in a School, College or Division of the University. Perform procedural work routines involving storeskeeping and warehousing methods and practices.

ESSENTIAL JOB FUNCTIONS

- Receive, store and distribute various technical and scientific equipment, materials and supplies (e.g. apparatus, chemicals, etc.) for a teaching and research laboratory. Maintain appropriate records regarding distribution of all items.
- Conduct periodic physical inventory of storeroom and stockroom laboratory facility. Deliver and set-up various scientific equipment and apparatus; perform routine repair and maintenance. Prepare and maintain appropriate records and reports.
- Maintain special laboratory drawer assignment file. Set-up and prepare materials and equipment for a teaching and research laboratory. Monitor availability of materials, supplies and location for laboratory instruction.
- May provide functional supervision to a small number (1-3) of student support personnel. Assign and monitor work activities. Train in appropriate methods and procedures.
- Answer general inquiries regarding department operations and services; resolve routine problems and direct non-routine questions to appropriate personnel. Process routine University forms and paperwork (e.g. service or course material fee card); may verify and authorize hold releases as necessary.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to perform procedural work routines involving storeskeeping and warehousing methods in the receipt, inventory and delivery of technical and scientific equipment and apparatus for a laboratory storeroom and stockroom. Work activities involve thinking within detailed standard practices, instructions and supervision. Functional supervision may be exercised over a small number (1-3) of student support personnel. This classification is generally located in a School, College or Division of the University having a laboratory facility, stockroom and storeroom area having a large dollar and volume inventory. This classification reports to and receives work direction from a management/supervisor level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of and experience with storeskeeping and warehousing methods of procedures.
- Ability to communicate effectively with others.
- Strong organizational skills; keen attention to detail.
- Good oral and/or written communication skills.
- Ability to maintain records and prepare reports.
- Some knowledge of special technical and scientific equipment and apparatus preferred.
- Typically, incumbents have held positions in either a storeroom, warehouse or stockroom facility.