

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>

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**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.