

ORANGE COUNTY CLASS SPECIFICATION

TITLE: STOREKEEPER (INFIRMARY) **GRADE:** 06

TITLE ABBREVIATION: STOREKEEPER (INF) **TITLE NO.:** 6718

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE **DIVISION:**

SUPERVISOR'S TITLE: RESOURCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the operation of the Storeroom at the Residential Health Care Facility. The work includes maintaining stock records and inventory levels, and arranging for the storage and distribution of various perishable supplies. Heavy manual labor is required and an incumbent must be able to lift up to 60 pounds of weight on a regular basis. Work is performed under the general supervision of the Resource Manager with leeway for independent judgment in routine matters. Direct supervision is exercised over Stockroom Helper. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the receiving, checking and disbursement of all the supplies for the facility including food, laundry, housekeeping, medical and maintenance items;
2. Prepares requisitions for replenishing food, clothing, laundry, custodial and infirmary supplies;
3. Maintains perpetual inventory and necessary file records;
4. Takes periodic physical inventories;
5. Checks food and supplies for determination of compliance with price and specifications;
6. Tags all capital equipment and completes recordkeeping for fixed assets;
7. Maintains stockroom files to include such items as purchase orders, receiving slips and capital equipment records;
8. Supervises and assists in loading and unloading trucks, packing and unpacking supplies and materials;

9. Maintains freezer and cooler in sanitary condition and rotates stock;
10. Receives all UPS packages and delivers to appropriate department;
11. May operate a forklift and/or pallet jack in performance of stockroom duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of warehousing principles and inventory controls; good knowledge of office methods and procedures; ability to make arithmetic computations; ability to lift up to 60 pounds of weight on a regular basis; ability to get along well with others; ability to plan and supervise the work of others; integrity; accuracy; orderliness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of warehouse-type work experience which shall have included responsibility for dispatching goods and maintaining inventory; OR
- (B) Four (4) years of experience as described in (A) above.

SPECIAL REQUIREMENT: Possession of a valid driver's license.

REVISED: 10/20/04 dmc