



Job Description

Job Title: Storekeeper II
Position Code: 4N24, DN24
Job Classification: Non-Exempt

Supervisor: Supply Supervisor
Pay Grade: 18H
Contract Length: 245 Days

Job Summary

Position is responsible for receiving, storing, ordering, and issuing supplies and equipment.

Essential Duties

1. Effectively maintains a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving.
2. Performs and supervises subordinates in the completion of purchase orders through the use of computers.
3. Inspects, checks prices and stores building supplies and equipment.
4. Accepts deliveries from vendors.
5. Fills orders for supplies and parts; takes periodic and special inventories.
6. Effectively uses the maintenance management computer system, generating accurate reports as required by management.
7. Checks new equipment and materials against specifications.
8. Answers inquiries from school employees and officials on supplies in stock.
9. Conducts yearly inventory of tools and parts utilizing RF equipment.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supply Supervisor, Assistant Supervisor, or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of a standard high school or equivalent experience and training, with knowledge of storeroom and inventory procedures and practices. Experience in storekeeping with knowledge of modern storeroom inventory procedures and practices. Must have strong computer skills and be able to effectively use the maintenance management system, Microsoft Word and Excel. Must have formal filing experience. Must possess basic mechanical skills. Must have at least 2 years experience managing parts and inventory. Must possess a valid Virginia driver's license.

Working Conditions and Physical Demands

Duties are performed in a warehouse/office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. Has the ability to lift and move resources, equipment, and materials over 60 pounds. Must be able to bend, stoop and reach on a regular basis. Must be able to operate a forklift. Must have visual acuity at a normal level.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received : Director, Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper II will be required to follow any other instructions and to perform any other related duties as assigned by the Director, Plant Services or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date