

# Classification and Qualification



# STANDARDS

The California State University System

## Storekeeper I

*Class Code 1506*

*Date Established 4-12-47*

*Date Revised 1-1-78*

*Occupation Index Reference H-8*

### DEFINITION:

Under general supervision, has charge of receipt, storage and issuance of a volume of varied supplies requiring moderately complex storage practices in one of the branch warehouses or supply rooms of a CSUC campus; or (2) has charge of the stores on a small CSUC campus; or (3) assumes equivalent duties and responsibilities in assisting a higher grade stores supervisor.

### Examples of Typical Activities:

The incumbents of positions in this class supervise a small staff in the receiving, checking, storing, and shipping of janitorial, office, hardware, dry goods, foodstuffs, and other supplies; check incoming supplies to determine damage and the correctness of quantity and quality for compliance with specifications; order various types of supplies; keep inventory records and maintain sufficient supplies on hand to fill anticipated needs; make daily entries of goods received and report the issuance of outgoing items; fill orders and requisitions; investigate complaints regarding the quantity or quality of goods received; check purchase orders and assign lot numbers to incoming supplies; take proper care of supplies and stock on hand; prepare reports and correspondence; reorder standard commodities when required; assign work to a small group of employees and maintain discipline or assist a higher grade stores supervisor on a larger campus.

### MINIMUM QUALIFICATIONS:

#### Knowledges and Abilities:

General knowledge of storekeeping methods and practices including packing and shipping a wide variety of commodities.

Ability to keep receiving, shipping and inventory records; ability to rapidly learn and apply CSUC procurement practices, procedures and materials specifications; ability to plan and supervise the work of others; ability to forecast supply needs of routine items; ability to prepare simple reports; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations; ability to establish and maintain cooperative working relationships with suppliers, CSUC and others.

and

#### Experience:

Two years of experience in a storeroom or warehouse in the performance of work involving the receipt, storage, and issuance of a variety of supplies, material, and equipment.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic