



CITY OF CHINO

Storekeeper Aide

Definition:

Under general supervision, provides assistance to the Storekeeper in the performance of storekeeping activities including the receipt, inspection, storage, and issuance of stock; and performs related work as assigned.

Class Characteristics:

The Storekeeper Aide works independently. Assignments are generally limited in scope, contain fairly routine tasks and are performed within a procedural framework established by the supervisor. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor.

Essential Functions:

- May receive and inventory City supplies and equipment, inspect shipments for damage and conformance to invoice, return defective materials and equipment, and refuse receipt of incorrect items.
- May maintain shipping/receiving records and files for local requisitions and related purchase orders, assign fixed asset numbers, tag equipment, maintain related records and inventory records.
- May order fleet parts, office supplies, various high usage and contingency supply items, and fuel, and maintain inventory.
- Price and issue stock in accordance with established procedures as assigned.
- May notify appropriate parties of shipment arrival, arrange for delivery to appropriate offices, assist in loading and unloading freight, operate a fork lift and light equipment in the receipt, storage, and distribution of supplies and equipment.
- Provide assistance with plans for methods of storage for inventory, stock rotation, and space utilization.
- May type purchase orders, verify vendor numbers, pricing and extensions.
- May maintain petty cash for the central stores facility.
- Maintain cleanliness, security, and safety within stores area.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Some experience in shipping/receiving and storekeeping.

Knowledge of:

- Materials, equipment, and supplies used by a municipality.
- Data processing systems/applications.
- Record keeping practices.
- Methods used in shipping/receiving, storekeeping, and inventory control.
- General office procedures.

Ability to:

- Receive, inspect, and issue supplies and equipment.
- Communicate effectively, both orally and in writing.
- Prepare and maintain accurate records and inventory reports.
- Understand and apply established policies and procedures.
- Establish and maintain cooperative working relationships.
- Assist others in related activity.
- Deal tactfully and courteously with internal and external customers.
- Operate a variety of office equipment including a computer and use a variety of software programs.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II

Link to description [here](#)

Employee Unit:

Part-time/Temporary/Seasonal

Revised: 10/31/06

Replacing Storekeeper/Assistant Storekeeper classification specification (undated).

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