



# CITY OF CHINO

## Storekeeper

### **Definition:**

Under general supervision, performs storekeeping activities including the receipt, inspection, storage, and issuance of stock and related work as assigned.

### **Class Characteristics:**

The Storekeeper works independently within a framework of established procedures, performing a full range of duties with only occasional instruction or assistance, and frequently works outside the immediate proximity of a supervisor.

### **Essential Functions:**

- Receive and inventory City supplies and equipment; inspect shipments for damage and conformance to invoice; return defective materials and equipment; refuse receipt of incorrect items.
- Maintain shipping/receiving records and files for local requisitions and related purchase orders; assign fixed asset numbers, tag equipment, and maintain related records; maintain inventory records.
- 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.
- Notify appropriate parties of shipment arrival; arrange for delivery to appropriate offices; may assist in loading and unloading freight; operate fork lifts and light equipment in the receipt, storage, and distribution of supplies and equipment.
- Plan for methods of storage for inventory; plan stock rotation and space utilization.
- Type purchase orders, verifying vendor numbers, pricing and extensions.
- 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.

**Knowledge of:**

- 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:**

SBPEA (Professional, Technical and Clerical)

Revised: 10/27/06

Replacing Storekeeper/Assistant Storekeeper classification specification (undated).

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