

Job Description

Job Title: Storekeeper I
Position Code: 4N18, DN18
Job Classification: Non-Exempt

Supervisor: Instructional Supervisor
Pay Grade: 17
Contract Length: 245 Days

Job Summary

Position is responsible for receiving, storing, ordering, and issuing supplies and equipment within a science storeroom and providing related services. Position maintains stockroom items to include science supplies/chemicals, small live animals, and SOL resources. Position maintains inventory levels, selects best vendors, prepares requisitions, receives deliveries from vendors, and maintains related records.

Essential Duties

1. Orders supplies from vendors upon approval and authorization.
2. Receives deliveries from vendors, inspects materials against specifications, and verifies shipments with purchase orders, requisitions, or delivery receipts
3. Reviews supply and equipment requests to ensure accuracy, proper authorization, and that appropriate inventory is available.
4. Stores science and SOL equipment and supplies to include live animals and science chemicals.
5. Fills orders and issues supplies from stock for materials and equipment.
6. Conducts periodic inventory of stock.
7. Maintains records and compiles reports as needed to include items received, issued, and on-hand; use of materials; purchase orders; invoices; etc.
8. Makes minor adjustments or repairs to equipment and sends equipment that cannot be repaired in-house to vendors.
9. Maintains a detailed and up-to-date database of K-12 science and K-5 SOL materials in each school and performs data entry tasks to reflect additions, deletions, and transfers of resources.
10. Enhances the line item bid catalog database, as needed, to ensure that it continues to meet the needs of the division.
11. Responsible for sending science and SOL materials and equipment to teachers.
12. Maintains optimum inventory levels for equipment and expendable materials in the curriculum and initiates the replenishment of stock as needed.
13. Performs and supervises completion of purchase orders using computers.
14. Requisitions supplies to fill incoming science and SOL orders.
15. Matches packing slips with invoices on mainframe for all orders and makes sure invoices are the same bid price as well as other specified in bid. (posts receipts)
16. Selects best vendors using line item bid process and keeps content area supervisors updated during the process.
17. Updates all in-house science catalogs, which document items available.
18. Responsible for competition and awards programs in the SOL content areas (Examples include the Spelling Bee, Math Bee, Science Fair etc.). (prepares awards, name tags, and student packages and performs clerical functions associated with)
19. Responsible for preparing materials for a prompt delivery and a prompt return to the TRC. (ensures materials are returned in a timely manner)
20. Responsible for completing teacher requests for materials and equipment for the TRC.
21. Answers inquiries from school employees and officials on materials and equipment in stock.
22. Models nondiscriminatory practices in all activities.
23. Communicates with vendors concerning timely delivery of items and payment of orders; and resolves problems associated with orders.

Other Duties

1. Provides assistance with general clerical activities to include answering the telephones and filing.
2. Serves as a back up for the material and resource delivery to all schools.
3. Performs any other related duties as assigned by the Instructional Supervisor or other appropriate administrator.

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)

Must possess a high school diploma with some previous clerical or data entry experience and some experience with computerized database development and use or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Completion of some college level business or computer courses preferred. Must possess excellent data entry skills and the ability to develop and maintain a computerized database. Experience with Microsoft Windows '95 and Office '97 applications to include MS Access and/or other database programs preferred. Must possess and use knowledge of standard office procedures, practices, equipment, and clerical techniques. Must establish and maintain effective working relationships with other employees and the public. Must understand and follow written and verbal instruction. Must possess excellent organizational and record keeping skills. Must use time efficiently, work without supervision, and supervise other employees. Must possess a valid Virginia Driver's License with a good driving record.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 50 pounds; to walk, bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received : Instructional Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Storekeeper I will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor 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