

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

STOREKEEPER I

- QUALIFICATIONS:**
1. High School Diploma or GED required.
 2. A minimum of three (3) years experience in shipping, receiving of supplies, and/or similar office functions.
 3. Knowledge of the fundamental duties of stoking, packing, and verifying.

REPORTS: Purchasing Agent

JOB GOAL

SUPERVISES: Truck Driver/Supply, Store Clerk, Storekeeper II

PERFORMANCE RESPONSIBILITIES:

1. Assists with all functions of the storeroom.
 - a. Assumes complete responsibility for the work assignments and supervision of storeroom personnel.
 - b. Tags all computers to be distributed to schools and administrative building.
2. Performs the duties of a stock clerk.
 - a. Unloads materials, supplies and equipment from trucks as received from vendors.
 - b. Unpacks shipments from vendors and verifies contents.
 - c. Prepares shipment for items going to schools, departments, etc., and helps unload Board delivery trucks.
3. Assists with inventory.
 - a. Operates computer for recording of physical inventory.
4. Performs activities related to, and including, the tagging of inventory items received or passed through the warehouse to support efficient fixed asset tracking process.

BEHAVIOR EXPECTATIONS:

1. Uphold philosophies/values of Trenton Board of Education.
2. Serve as role model in exercising safe and appropriate work habits.
 - a. Demonstrate knowledge of and follows prescribed safety policies/procedures.
 - b. Demonstrate general knowledge of work process within skill area.
3. Promote positive inside and outside relations.
 - a. Interacts with all vendors as needed regarding purchasing and supply issues.
 - b. Works in consultation with other departments as needed to ensure that purchasing and supply issues are handled in a smooth and timely manner.
4. other
 - a. Performs such other duties and assumes such other responsibilities as may be assigned by the Purchasing Agent.

ENVIRONMENTAL ASSESSMENT:

Working conditions: Warehouse environment – dust, dirt, fumes, etc.

Working Hazard: Operation of heavy warehouse machinery – fork lift, electric pallet, truck pallet; some risk of physical injury due to strenuous lifting of heavy items.

TERM OF EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: B & T

SALARY: In accordance with B & T Salary Guide B

STATUS: Hourly _____ Salaried _____
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Administrative personnel.

Board Approved
October 26, 2015