**Pittsburg State University**

**Job Description**

**Storekeeper Specialist (G0N132)**

**FLSA Status:** Non-Exempt  
**Grade: 004 Hourly Staff**

**Job Family:** Campus Operations and Services  
**Career Ladder:**

**Updated: 4/24/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of the Storekeeper Specialist job is to manage the inventory of items such as office and custodial supplies, plumbing and electrical parts, paint products, refrigeration equipment and hardware in the storeroom; as well as inbound and outbound freight deliveries.

**Supervision and Instruction Received:** Positions assigned to the Storekeeper Specialist job typically report to a Maintenance Supervisor but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additionally, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** Employee has daily contact with other employees on the job, including contact with university faculty, staff, and students when assisting with shipping and receiving matters.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Manages and oversees the stocking of items in the storeroom.
2. Purchases all supplies and assists campus with purchasing as needed.
3. Completes all reports on incoming and outgoing packages.
4. Manages inbound and outbound freight as well as UPS and FedEx inbound and outbound shipping services for students, faculty, and staff.
5. Ensures proper handling of payments for shipping services including cash, credit card, etc.
6. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

|  |  |
| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* High school diploma or equivalent.
* One year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods, and maintaining inventory records.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Climb tall ladders – Occasionally.
* Perform repetitive wrist, hand and/or finger movement and have precise hand-eye coordination – Regularly.
* Stand and walk for extended periods – Regularly.
* Able to work with power tools and related materials and operate mechanical equipment – Regularly.
* Ability to operate a forklift and other materials handling equipment- Regularly.
* Ability to operate telephone and computer skills including processing programs such as Microsoft Excel and Word- Regularly.
* Lift and carry various tools and materials weighing up to 35 pounds – Regularly.
* Reach with hands and arms, stoop, kneel, crouch and crawl – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* Position requires work inside and outside buildings and facilities.
* May be exposed to moderate noise levels.
* May be exposed to extreme temperatures, and adverse weather conditions

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General shop and office tools such a copy machine, computer, UPS Trackpad hardware, and scanner, and hand tools.
* Heavy equipment such as a fork lift and pallet jack as well as other material handling equipment.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* Valid Driver’s License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Credit Check
  + Criminal Record

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