

Job Description

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

Supervisor: Supply Supervisor
Pay Grade: 18
Contract Length: 245 Days

Job Summary

Position is responsible for receiving, storing, ordering, and issuing supplies and equipment.

Essential Duties

1. Assists in effectively maintaining a large inventory of parts, supplies and equipment to include inventory control, ordering and receiving.
2. Performs duties related to and assisting with the loading / unloading of materials.
3. Inspects and checks prices of stored building supplies and equipment.
4. Accepts deliveries from vendors and performs restocking functions.
5. Serves as primary point of contact to answer telephone and provide customer service to receive and fill orders.
6. Fills orders for supplies and parts; takes periodic and special inventories.
7. Effectively uses the maintenance management and inventory computer system, generating accurate reports as required by management.
8. Checks new equipment and materials against specifications.
9. Enters receipts into purchasing system (MUNIS) and computerized inventory management system.
10. Answers inquiries from school employees and officials on supplies in stock.
11. Assists in yearly inventory of tools and parts.
12. Review and file transaction records.
13. Access and navigate the School Dude maintenance and inventory software to document labor, materials, and other applicable data.
14. Access and navigate the SunTrust Spending Platform to reconcile P-Card purchases.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supply 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)

Completion of a standard high school or equivalent experience and training, with some knowledge of storeroom and inventory procedures and practices. Lift truck operator certification preferred. Experience in storekeeping with knowledge of modern storeroom inventory procedures and practices preferred. Some knowledge of building trades materials. Must have strong computer skills and be able to effectively use the maintenance management system, Microsoft Word and Excel. Must have formal filing experience. Ability to understand and follow oral and written instructions. Ability to file alphabetically and by date. Ability to answer the telephone in a pleasant manner. Ability to operate standard office equipment. Must possess a valid Virginia Driver's License.

Working Conditions and Physical Demands

Duties are performed in a warehouse/office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. Has the ability to lift and move

resources, equipment, and materials over 60 pounds. Must be able to bend, stoop and reach on a regular basis. Must be able to operate a forklift and material handling equipment. Must have visual acuity at a normal level. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Supply 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 – Plant Services will be required to follow any other instructions and to perform any other related duties as assigned by the Supply 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

10/2021 - CR