



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **STOREKEEPER**

A Classified Position

[Grade 19 – Salary Schedule](#)

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#### **A. General Statement**

This position involves skilled clerical work related to stocking, storing and maintaining supplies, equipment, tools and materials for a college laboratory. Under general supervision, the employee performs inventories, orders, receives, tests, stores and documents supplies and use of a variety of classroom and laboratory materials, and maintains orderliness in the stockroom area. Public contact is extensive, primarily involving faculty and students for the purpose of providing safety and procedural information concerning laboratory equipment, tools and supplies. A moderate to high degree of independent judgment and creativity is required to apply safety and other policies and procedures to the storage, handling and disposal of chemicals, electronic and other tools, laboratory equipment and supplies, and to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in student and employee safety, employee time and money; however, clearly prescribed procedures and other controls limit the risk of serious errors. A Storekeeper can lead the work of student assistants as assigned.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with faculty, students, staff, vendors and other resources concerning inventory, safety issues, tools, equipment and supplies
2. Confers with faculty and other staff regarding laboratory and classroom set-ups, student safety, tool and equipment maintenance and storeroom inventory
3. Attends meetings, workshops and other events to obtain current information and resources
4. Performs inventory of laboratory tools, equipment, supplies and other materials to maintain adequate quantities of stock
5. Sets up and maintains online and manual files of tools, equipment, and other purchases, equipment maintenance and usage, storage and disposal
6. Recommends the purchase of new tools and equipment as needed
7. Researches vendors, estimates costs, delivery timelines and selects new vendors as appropriate
8. Orders, receives, inspects and tests new equipment, supplies and materials
9. Uses a database to complete purchase requisitions
10. Uses a variety of computer software to track preventive maintenance and other usage schedules and logs, vendor lists and other data
11. Compiles data for, and prepares routine reports as assigned
12. Delivers tools, equipment and other supplies to laboratories and classrooms as assigned;

13. Performs routine maintenance and minor repairs on laboratory tools and equipment
14. Contacts vendors for major repairs
15. Uses safety procedures to handle, store, move, and dispose of tools, equipment, supplies and other materials as required
16. Performs other related duties as assigned

**C. Education and Experience**

1. Graduation from high school and completion of college courses in stockroom training in the specified discipline or subject matter
2. Successful experience of increasing responsibility in tool and equipment stockroom operations that includes a working knowledge of applicable tools, equipment, supplies, and materials
3. Demonstrated knowledge of applicable regulatory and other safety policies and procedures
4. Extensive public contact experience with people of diverse cultures, language groups and abilities
5. Demonstrated skills in oral and written communication
6. Demonstrated skill in the use of a variety of computer software to create logs and other documentation of equipment use and maintenance
7. Demonstrated skill in respectful and sensitive communication with people of diverse cultures, language groups and abilities
8. Experience in setting up and maintaining detailed records and in taking inventory
9. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
10. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

**D. Physical/Other Requirements**

This classification requires visual comparison and acuity; manual dexterity; data comparison; oral communication to small and large groups; attention to detail; bending, stooping, pulling, pushing, reaching overhead, moving objects of moderate weight, kneeling; flexibility, adaptability; tact; and good memory in order to perform the essential functions.

**E. Knowledge, Skills and Abilities**

1. Knowledge of laboratory or classroom tools, equipment, materials, and supplies related to the specific discipline or subject matter
2. Knowledge of occupational safety and subject-specific related laboratory regulations, as well as required policies and procedures
3. Skill in organizing, sorting, categorizing, and accurately retrieving a variety of materials, supplies, tools and equipment
4. Skill in oral communication
5. Skill in following detailed oral and written instructions
6. Skill in using spreadsheets and a variety of other computer software to log, track, and report equipment purchase, usage, and maintenance
7. Skill in sensitive, respectful and effective communication of people of diverse cultures, language groups and abilities
8. Skill in setting up and maintaining detailed electronic and manual records
9. Ability to work effectively as part of a customer-service team