



DATE ISSUED: 08/97
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Storekeeper I

JOB SUMMARY

Performs varied storekeeping and clerical work involving the independent operation of a small stores unit or assisting in the operation of a major stores operation. Responsible for receiving, checking, recording, storing, and issuing a wide variety of supplies and equipment. Work is performed according to established policies and procedures with some latitude for use of independent judgment and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Resource Planning and Assets

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

- Receives, unpacks, and stores goods and supplies.
- Checks incoming material against invoices or purchase orders for quantity and conditions.
- Prepares requisition to replace supplies used or sold.
- Dispenses supplies, equipment, and materials.
- Inventories all supplies and equipment periodically.
- Maintains record of supplies issued, dispensed, or sold.
- Submits charges to Office of the Comptroller for transfer of funds.
- May make delivery of supplies to buildings or departments.
- Prepares supply storeroom catalog for printing and distribution.
- Observes work and safety rules.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years experience in receiving, storing, and issuing a variety of supplies, materials, and equipment.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern storeroom methods and procedures, including inventory recordkeeping and purchasing.

Knowledge of different types of supplies and equipment.

Ability to keep stock records and prepare simple reports.

Ability to do some heavy lifting and carrying.

Knowledge of State of Texas purchasing procedures helpful.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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 to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; crawl, hold; kneel; squat; reach; stoop; twist the body while performing essential functions; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is low to moderate. Work is performed in an office and warehouse environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, dust and chemical hazards.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.