

PERALTA COMMUNITY COLLEGE DISTRICT – January, 2000

CLASSIFIED JOB DESCRIPTION

**SENIOR STORESWORKER
(IUOE Local 39 Salary Range 38)
Job Code: 269**

CLASS PURPOSE

Under general supervision, the Senior Storesworker performs advanced journey level work in acting as a working supervisor in the operation of a stores facility.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Receives incoming materials, supplies and equipment
- Checks incoming stock for conformity to purchase orders, and reports shortages, damages and other discrepancies
- Stores incoming stock items
- Checks and maintains stock levels
- Fills orders for delivery, including pulling supplies and assembling for delivery
- Checks vehicles for oil, battery, water and gas
- Unloads incoming trucks and loads trucks for delivery
- Makes pickups from campuses for repair purposes
- Assists in annual warehouse inventory
- Trains new personnel
- Maintains records
- Completes forms
- Makes minor repairs to equipment
- Orders merchandise
- Assembles furniture
- Performs other related duties as required

Job Description: Senior Storesworker

MINIMUM QUALIFICATIONS

1. Two years of experience in the receiving, storing, issuing and shipping or delivery of supplies or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Storage procedures, requisitions, purchase orders, invoices, and delivery slips and the use and meaning of each
 - Wide range of commodities stores by the district, including specialized stores, equipment and tools
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- Ability to:
 - Follow oral and written directions and to keep simple records
 - Perform clerical work in receipt and shipping of supplies and equipment
 - Perform heavy manual labor
 - Operate stores related equipment safely
 - Assemble and repair equipment
 - Establish and maintain cooperative relationships with those contacted in course of work
 - Lead others in assigned duties
 - Maintain records
 - Write brief reports

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Senior Storesworker position.

PHYSICAL REQUIREMENTS

- Occasional sitting, climbing of stairs and ladders
- Occasional carrying and pulling up to 60 lbs.
- Occasional use of balance
- Occasional work at a rapid pace
- Occasional reaching high, low, and mid-level

Job Description: Senior Storesworker

- Frequent walking
- Frequent lifting and pushing up to 60 lbs.
- Frequent stooping, kneeling, and squatting
- Frequent use of audio and visual acuity
- Constant standing
- Constant use of manual dexterity
- Constant use of oral communication
- Constant use of audio acuity

TOOLS AND EQUIPMENT USED

- Occasional uses of eye, ear, and head protection
- Constant use of protective gear for the arms, hands, fingers, legs, feet, toes, and body
- Constant use of a back support

ENVIRONMENTAL DEMANDS

- Occasional work performed in wet conditions
- Occasional work performed at elevated heights, at high noise levels
- Occasional work performed using a motor vehicle
- Occasional work performed delivering disinfectants
- Occasional work performed handling and delivering products
- Frequent work performed alone and around people
- Constant work performed using moving equipment

Revised: N/A