

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Human Resources

TITLE: STOREKEEPER

QUALIFICATIONS:

1. Ability to organize warehouse supplies and equipment
2. Knowledge of supplies and equipment
3. Knowledge of receiving and processing techniques
4. Experience in delivery methods
5. Knowledge of maintenance and operation of light vehicles and traffic regulations
6. Possession of valid California driver's license
7. Ability to follow oral and written directions

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in operation that ensures full efficiency in acquisition, storage, and delivery of educational and/or maintenance supplies and equipment

PERFORMANCE RESPONSIBILITIES:

1. Assists in receiving, checking, and storing supplies and equipment
2. Fills requisitions and orders from warehouse and/or stock material
3. Keeps records and makes reports
4. Operates forklift in handling of freight
5. Delivers and picks up instructional and/or maintenance materials and other supplies, equipment, and mail to and from warehouse, schools, departments and vendors; receives and delivers perishable and non-perishable foods to school cafeterias
6. Prepares orders for delivery on assigned routes
7. Transports bulk items to storage locations
8. Delivers and picks up equipment for repair
9. May operate paper cutting machine, shredder and other miscellaneous equipment; assists in periodic and annual inventories
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable