

## STOREKEEPER III \*

### **Function of Job:**

Under direction, to be in charge of a large and complex storeroom operation.

### **Characteristic Duties and Responsibilities:**

1. Responsible for the custody of, and be in charge of, a storeroom operation which receives, stores, and issues special and/or technical items.
2. Solve problems which require searching for data in catalogs and publications to determine substitution, interchange, and compliance with specifications.
3. Provide services requiring a knowledge of supply item characteristics, uses, sizes, and component parts gained through use of catalogs, manuals, and/or contact with technicians.
4. Handle and store special stock items requiring special treatment which deviates from established storekeeping methods and which requires knowledge of stock characterized by susceptibility to spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, ease of physical damage, etc.
5. Verify acceptance of supplies as to condition, quality, and compliance with specifications and change orders.
6. Apply special handling and precautionary measures for loading, unloading, moving, and storing fragile, delicate, or bulky items when required.
7. Expedite non-routine requests by questioning requisitioners to learn what is needed when identifying data are not known.
8. Read and interpret data processing cards used for stock and inventory record maintenance and reorder, when required.
9. Determine supplies needed for replenishment of existing stock or as new additions to inventory and order same so as to be received in a timely manner.
10. Post quantities of supplies received and issued manually to control records or through data entry and retrieval with computer terminal for cost accountability and to reflect current balances on hand.
11. Conduct physical inventories, compare results obtained with totals on control records or computer runoffs and solve discrepancy problems.
12. Issue items, with authority to change quantities desired to conform to weights, or amounts on hand.
13. Check and verify articles with identifying codes, figures, or letters when necessary.
14. Train and instruct employees in the use of storekeeping methods, techniques, and practices.
15. Maintain an efficient logistics system in relation to moving of supplies.
16. Make recommendations and suggestions with respect to the substitution and interchange of special items, items of questionable serviceability, establishment of minimum and maximum stock levels, and modification and adaptation of guides for effective handling and storing of supplies.
17. Make decisions in developing plans for allocation of space and location of supplies.

18. Make commitments including acceptance or rejection of supplies not covered by papers, and certify as to correct types and quantities of stock received.
19. Prepare periodic reports on status of materials, supplies, and equipment for supervision as required.
20. Count, grade, or weigh articles.
21. Supervise assigned personnel.
22. Be responsible for maintaining security of storeroom, stockroom, or building supervised.
23. Meet regularly with representatives of Computer Services regarding needs of system and new applications.
24. Perform related duties as assigned.

**Minimum Acceptable Qualifications:**

1. High school graduation
2. Mathematical ability.
3. Supervisory ability.
4. Five years of work experience performing storeroom function or Business School graduation and equivalent work experience.
5. Valid New Hampshire commercial driver's license (if required).
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.

7/29/83

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System Approval

7/29/83

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 4/8/75 and 11/25/81.