

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7325  
Pay Grade: D08

FLSA: Non-Exempt

**STOREKEEPER**

**MAJOR FUNCTION:**

Performs semi-skilled manual and clerical work in a working supervisor or coordinator capacity with district wide responsibility for receiving, storing, issuing, and caring for commodities, staples, instructional materials, textbooks, trade tools and supplies, and/or determining the disposition of the equipment in the central warehouses. Work is performed independently under general supervision and is reviewed through results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Functions as a working supervisor or coordinator in activities involving warehouse store operations; assigns work priorities to assisting personnel; resolves problems; may evaluate subordinates.
- Maintains inventory records involving a large and varied stock for district; participates in inventories and cycle counts; makes estimates of stock needs; rotates stock. Establishes improved methods for all aspects of stores work.
- Receives, inspects, stocks, and issues materials; may assist in loading and unloading trucks; may operate a forklift.
- Maintains cleanliness and order in an assigned area.
- Prepares reports as required.
- Lifts and moves heavy items on a routine basis.
- Applies working knowledge of methods and procedures in stocking, receiving, and dispensing a wide variety of goods and procedures for purchasing and requisitioning of materials.
- May be responsible for public auction preparation for sale of obsolete or surplus equipment/materials.
- May be required to make independent decisions on equipment/material disposition.
- Performs other related duties, as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school, vocational school or possession of a GED and three (3) years progressively responsible experience in storing, maintaining, receiving and disbursing goods in a large warehouse performing most of the duties and responsibilities stated above.

ISSUED: 7/79 SSN; REVISED: 7/86 MW; BOARD APPROVED: 2/11/87; REVISED: 4/90 MW (D&R);  
REVISED: 5/94 DLH; REVISED FORMAT & WC 8/04 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**STOREKEEPER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data		X			
21. Using a video display terminal		X			
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Storekeeper - SEIU