

The University of Texas at San Antonio

Job Description

Job Title: Lead Storekeeper
Code: 16443
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Office of Business Facilities Services/VP Business Affairs
Reports To: Stores Supervisor

Summary

- Function: To provide skills required to operate a store unit and provide work leadership with the unit.
- Scope: Responsible for assisting in all ware- house operations activities including shipping and receiving, deliveries, coordination stock, documenting warehouse transactions, maintaining records, and overseeing storage of property for the department.

Duties

- Typical:
 1. Supervise Storekeeper I and II
 2. Preparation of stock orders and receiving and issue of materials to department employees
 3. Establishes and applies procedures for the receipt of materials and equipment
 4. Ensures maintenance of an active inventory through addition and deletion of stock items and surplus
 5. Reviews stock control record to assure correct levels of stock items are maintained
 6. Approves purchase order/receiving reports for the procurements of materials requires by department employees
 7. Determines proper utilization of Stores space
 8. May assist in and prepares periodic usage reports for analysis
 9. Establishes and maintains records retention and Material Safety Data sheets program from Stores
 10. Responsible for Stores operation in absence of Stores
 11. Occasionally performs work of Storekeeper I and II
 12. Occasionally drives state vehicle to pick up supplies
 13. Establishes and maintains relationships with vendors and employees.
 14. Ensures the warehouse is clean and a safe working environment to operate forklift, hand trucks and lift.

15. Perform other duties as assigned

- Periodic:
 1. Trains new employees
 2. Conduct annual store inventory

Education

Required	Preferred
High School or GED	Some college hours in business administration

Other Requirements

Required	Preferred
Excellent, organizational and customer service skills and verbal/written communication skills.	Certification to purchase Freon- Universal EPA certification.
Must have the ability to work cooperatively with other departments to determine their requirements and needs.	
The employee must frequently lift and move up to 50 pounds with or without accommodations. Ability to lift, stand, bend and stoop for long periods of time.	
Basic knowledge of safety procedures as applicable to this position	
Texas Driver's License and clean driving record	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Four years work experience in stores, warehousing, or other directly related work. Experience with computerized maintenance management system	

Equipment

Required	Possible
Personal computers and standard office equipment	Ability to use a forklift

Working Conditions

Usual	Special
Considerable time spent lifting, bending, stooping, and standing. Some exposure to weather and physical hazard	

Supervision

Received	Given
General supervision from Stores Supervisor	Direct supervision of assigned staff

Accuracy

Extreme accuracy in the maintenance of records and proficiency in all assigned duties.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
