

The University of Texas at San Antonio

Job Description

Job Title: Storekeeper I
Code: 16445
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Office of Facilities Business Services/VP Business Affairs
Reports To: Stores Supervisor

Summary

- Function: To provide skills required to operate a central receiving and/or stores unit.

Duties

- Typical:
 1. Drives university vehicle to pick up and deliver supplies for Facilities purchases.
 2. Prepares stock orders using Procard, receives, and issues materials to Facilities employees.
 3. Conducts purchases and maintenance of files related to the upkeep of stock levels.
 4. Enter purchases/parts into computerized maintenance management system.
 5. Establishes and maintains relationships with vendors and employees.
 6. Perform other duties as assigned.
- Periodic:
 1. Performs annual inventory of stores warehouse.

Education

Required	Preferred
High school graduation or GED.	N/A

Other Requirements

Required	Preferred
Excellent, organizational and customer service skills and verbal/written communication skills.	N/A.

Must have the ability to work cooperatively with other departments to determine their requirements and needs.	
Ability to lift, stand, bend, and stoop for long periods of time.	
The employees must frequently lift and move up to 50 pounds with or without accommodations	
Texas Driver's License and clean driving record.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in the procurement, storage and disbursement of supplies.	Experience with computerized maintenance management system.

Equipment

Required	Preferred
Personal computer and standard office machines.	Ability to use a forklift.

Working Conditions

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

Supervision

Received	Given
Direct from immediate supervisor.	None.

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.