

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Storekeeper II  
Code: 16446  
Salary Grade: 54  
FLSA Status: Non-Exempt  
Department/Division: Office of Facilities Business Services/VP Business Affairs  
Reports To: Stores Supervisor

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## *Summary*

- Function: To provide specialized skills required to operate a central receiving and/or stores unit.
- Scope: Responsible for assisting in the efficient operation of all phases of a store and/or central receiving system.

## *Duties*

- Typical:
  1. Prepares electronic purchase order or use Procardia for stock items as well As for materials required by department within Facilities.
  2. Prepares stock orders, receives, and issues materials for Facilities.
  3. Establishes maximum stock levels and minimum reorder points.
  4. Recommends deletion of stock items from stores inventory.
  5. Conducts purchases and maintenance of files related to up keep of stock Levels.
  6. Applies procedures for the receipt of materials and equipment.
  7. Enter orders/parts into computerized maintenance management inventory System.
  8. Participates in routine and annual inventory of supplies
  9. May assist in and prepares periodic reports
  10. Occasionally drives university vehicle to pick up supplies
  11. Establishes and maintains relationships with vendors and employees.
  12. Perform other duties as assigned.
- Periodic
  1. Assists in maintaining Material Safety Data Sheet program for stores.
  2. Unloads using forklift, electric pallet jacks.
  3. Annual inventory of stores
  4. Assists with periodic usage report analysis.

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***Education***

<b>Required</b>	<b>Preferred</b>
High School or GED.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent, organizational and customers 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 employee 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***

<b>Required</b>	<b>Preferred</b>
Three years experience working in stores, warehouses, or other directly related work. Including procurement, storage and disbursement of supplies.	Experience with computerized maintenance management system

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office machines.	Ability to use a forklift

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Considerable time spent lifting, bending, stopping and standing. Some exposures to weather and physical hazard	N/A

*Supervision*

<b>Received</b>	<b>Given</b>
General supervision from the Stores Supervisor.	Direct supervision of assigned staff.

*Accuracy*

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

*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.