

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of storekeeping and warehouse procedures, including methods of proper and orderly receipt, storage and delivery of supplies and equipment and cafeteria supplies and equipment. Must know the principles and procedures of record keeping related to inventory methods. Requires basic arithmetic and record keeping skills. Requires a knowledge of safe work practices.

Abilities: Requires the ability to perform all of the duties of the position effectively and efficiently under general supervision. Must be able to Receive, verify and store incoming supplies and equipment, maintain stock inventory control records and fill orders accurately from requisitions. Requires the ability to keep stores and storage facilities in a clean and orderly fashion. Must know and adhere to the rules and regulations regarding storage of foodstuffs. Must be able to operate a forklift, pallet jack and delivery truck safely and efficiently. Requires the ability to perform manual labor, including lifting, carrying and moving heavy equipment and supplies. Must be able to communicate with the normal range of contacts in a manner which reflects positively on the department and the District. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch. Requires good hand-eye coordination and arm, hand, finger dexterity to operate keyboard and other equipment related to the position. Requires leg, foot dexterity to operate gas, brakes and clutch when driving vehicles. Requires visual acuity including depth perception.

Education and Experience: High School diploma or equivalent required. Minimum of 2 years increasingly responsible warehouse experience required.

Licenses and Certificates: Requires a valid California Driver's License.