

The University of Akron
Classification Specification

Job Title:	Storekeeper	Job Code:	96021
Job Function:	Staff	Grade:	25
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance Accounting Division	Date:	10/14;7/12

Job Summary:

Under general supervision receive and distribute stock and supplies. Receive shipments, unload stock and check for correct quantity and condition. Issue and deliver supplies and equipment.

Essential Functions:

35% Maintain shipping, receiving and inventory records. Maintain a safe and orderly work environment. Periodically perform inventory checks to ensure materials and supplies are readily available. Order supplies, calculate expenditures and schedule delivery dates if needed. Utilize a personal computer to maintain inventory control and determine reorder points.

10-35% Verify contents of packages correspond with purchase order requisitions.

5-20% Receive shipments of stock and supplies in storeroom, unload shipments and store goods.

20% Develop list of materials and supplies to be ordered and submit them to supervisor for ordering. Rotate stock in order to maintain product quality and to maintain efficient storage of supplies.

5-20% Respond to campus inquiries regarding shipments and item returns. May pick-up and deliver stock and supply items utilizing University vehicles.

0-10% Supervise, train and assign work to staff as necessary. Complete work, time and material usage reports. Perform other duties as assigned by superintendent/supervisor.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Ohio Driver's License. Serve Safe Certification required within 6 months of hire.

Experience:

Requires a minimum of 2 years experience in shipping, receiving and storage of inventory. Ability to learn, operate and use standard powered and non-powered tools and equipment such as pallet/floor jacks, computer, two-wheel dolly and pocket calculator required. Ability to add, subtract, multiply and divide numbers required. Ability to read, write, observe and accurately follow oral, written and graphic instructions required. May be required to has a commercial drivers license.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (100 lbs.) alone or 100+ lbs with assistance. Deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on university need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.