

The University of Akron
Classification Specification

Job Title:	Department Storekeeper	Job Code:	45511
Job Function:	Staff	Grade:	115
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	5/14

Job Summary:

Receive and distribute materials and equipment requested by University employees. Maintain records and coordinate deliveries.

Essential Functions:

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

35% Maintain shipping, receiving and inventory records. Maintain a safe and orderly work environment. Periodically performs inventory checks to ensure materials and supplies are readily available. Order supplies, calculate expenditures and schedule delivery dates.

20% Respond to campus inquiries regarding shipments and item returns.

10% Supervise, train and assign work to staff as necessary.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Drivers License required.

Experience:

Requires a minimum of 2 years experience in inventory control in a warehouse environment. Shipping and receiving experience required. Basic computer skills including spreadsheets and word processing capabilities required. Strong customer service skills to coordinate with department and vendors required. Supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

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.