

Sam Houston State University Human Resources

Staff Classification Description – Storekeeper

Skill Category: Service/Maintenance
Position (Employee) Class: 7N330 (N1)
Grade: 8
Date: 11/2011

Department: Procurement & Business Services

Educational & Experience Requirement: High School graduate or G.E.D. with at least four (4) years relevant work experience, preferably in a store, warehouse, and/or freight operation. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs routine and responsible manual and supervisory work in support of the university store and warehouse operation.

Supervision Given & Received: Works under minimum supervision from the Manager of University Stores/Receiving. Supervises and trains student assistants.

Primary Responsibilities: May work in conjunction with other storekeepers as assigned in several or all of the following major functional areas. Sales: Sell store stock items to campus departments. Enter sales data in computer system. Stocking: Receives store stock items, assures item quality, and places items into inventory. Purchasing: Places small dollar orders for stock items. Receiving: Reviews and files purchase orders. Picks up items from vendors. Monitors delivery status of orders. Receives items at dock and unloads trucks. Inspecting: Inspects items at time of receipt. Works with vendors, requesting departments, purchasing, and accounts payable to assure quality standards. Delivering: Coordinate with departments and deliver items and assists with accounts payable on department order. Hauling/Moving/Storage: Reviews work orders, schedules, and conducts moves for departments. May hold items in storage. Safety and Security Program: Conducts a proactive safety and security program to assure safety of personnel and protect property value. Maintains work areas in secure, clean, and organized manner. Trains employees in safety and security procedures. Maintains and operates forklifts, trucks, and other tools and equipment in commitment of safety program. Supervision: Supervises student assistants. Performs other related duties as assigned.

Other Specifications: Manual lifting of heavy items required. Knowledge and experience using warehouse tools and moving equipment necessary. Ability to operate delivery trucks required, driving record will be checked and must be acceptable to University insurance carrier. Requires the exercise of moderate judgment. Frequent contact with departments and vendors.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.