

METRO
Classification Description

Title: Storekeeper
Job Code: 0005
Pay Range: 10
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: July 1994
Revised: 2007

Classification Summary:

Receive, secure, store and distribute a variety of supplies, including perishable goods. Maintain inventory control system. Lead the warehouse personnel to ensure compliance with standards and policies and timely delivery of supplies. Coordinate the vehicle operation and needs of division. Assist with security in commissary area.

Supervision Received:

Supervision is received from the Service Supervisor.

Supervision Exercised:

Leads and trains warehouse employees.

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include the entire specific tasks that an employee in this classification may be expected to perform.

1. Orders standard guest services food and catering products. Works with vendors to obtain the best pricing.
2. Receives, processes and routes all shipments made to the commissary, including food and paper products, office supplies, tools, equipment, uniforms, cleaning products and gift shop merchandise. Stores goods in designated locations, ensuring compliance with federal, state and division rules and regulations. Notifies appropriate individuals of merchandise received.
3. Inspects quantity and quality of delivered goods against purchase order and appraises supervisor of discrepancies and damaged goods.
4. Maintains stock records and takes physical inventory as directed.
5. Determines, assembles and prepares orders for pickup and assures timely and accurate delivery of stock to food service outlets or gift shop as necessary.
6. Cleans commissary and freezers, performs other custodial duties such as mopping floors and washing windows.

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7. Organizes commissary storage to maximize space utilization; ensures proper handling, stacking, rotation, and identification of all products; prepares items for shipment as required.
8. Monitors heating, cooling, refrigeration, and other building utilities.
9. Assigns and reviews the work of assigned staff; assists with recruitment, advises and trains subordinates as necessary.
10. Coordinates the vehicle operation and needs of the division including planning and scheduling the use, maintenance and repair of vehicles. Initiates maintenance and repair requests.
11. Assists Food Services Supervisor in daily operations as necessary. May perform duties of supervisor in his/her absence.

Secondary Functions:

1. Performs all other related work as assigned.

Job Specifications:

High school diploma or G.E.D., technical training in inventory management and two years of experience in storekeeping or warehouse clerical experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of storekeeping, ordering and inventory procedures or the ability to quickly learn such procedures
2. Ability to lift up to 100 pounds
3. Knowledge of and ability to apply basic Department of Motor Vehicles rules and regulations
4. Knowledge of and ability to apply OSHA rules and regulations
5. Ability to set work priorities and direct and guide the work of subordinates
6. Ability to work effectively with vendors, suppliers, public, and Metro staff
7. Ability to perform arithmetic calculations and maintain accurate records
8. Ability to understand and apply oral and written instructions, guidelines and regulations
9. Ability to operate safely, or learn to operate safely, material handling equipment, such as forklift and pallet jacks
10. Possess, or have the ability to obtain, a valid Oregon driver's license at the time of employment.
11. Possess, or have the ability to obtain, a valid Multnomah County Food Handler's Card.
12. Possess, or have the ability to obtain, a valid OLCC permit.

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Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous walking, reaching, standing, repetitive motions of the hands and wrists, and frequently, the ability to lift/carry and/or push/pull up to 100 pounds.