

## FALLBROOK UNION HIGH SCHOOL DISTRICT

### STOREKEEPER

#### **BASIC FUNCTION:**

Under supervision, order and receive all supplies for the district warehouse, deliver requisitioned supplies to classrooms/departments, maintain records on and repair student lockers and locks and do other related work as required.

**ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to the following:

- Pick up and deliver district mail at the Post Office.
- Receive, record and disburse supply and equipment deliveries.
- Maintain supply levels by researching vendors and prices and ordering supplies in a timely and economical matter.
- Maintain a current inventory of supplies on hand.
- Maintain an accurate record of supply usage and cost by teacher/department.
- Periodically publish a supply catalog.
- Deliver requisitioned supplies to classrooms/departments.
- Repair student lockers and combination locks.
- Assist with the unloading of food commodity deliveries.
- Maintain the supply warehouse in good order.

#### **QUALIFICATIONS:**

**Knowledge of:** Data entry and basic lock repair. Able to read, write and understand written and oral instructions in the English language.

#### **EDUCATION & EXPERIENCE:**

High school graduate or equivalent and two years experience in storekeeping or similar work. Working knowledge of data entry and basic lock repair. Have a valid California Driver's License.

**Working conditions:** Office/School environment

**Supervisor:** Supervisor of Operations  
**Work Year:** 8 Hours per day, 12 Months per year  
**Salary:** Range 15  
**Overtime Status:** Non-Exempt