

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

STOREKEEPER 1

DEFINITION

Performs manual labor and routine clerical record-keeping tasks in the receiving, storing, shipping and issuing of supplies, linen or clothing in a departmental and institutional storeroom; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Receives, unpacks and places goods or supplies in storage places; checks items for damage and correct counts.

Issues supplies, clothing or linen from storeroom; delivers supplies as required.

Assembles, packs and transports or arranges for the transportation of items stored; loads and unloads supplies as required.

Picks up and delivers items to units in other buildings and locations.

Takes physical inventory of stock on hand.

Keeps receiving and shipping records related to inventories; maintains back-order files.

Operates materials handling equipment such as dollies, scales and hand trucks.

Cleans and maintains area and equipment.

Sorts, distributes, and marks new or clean clothing or linen; weighs, counts, and sorts soiled clothing or linen; makes minor alterations or repairs to clothing.

COMPETENCIES REQUIRED

Knowledge of storeroom methods and procedures.

Knowledge of the characteristics and features or uses of goods supplied.

Knowledge of inventory and record-keeping procedures.

Ability to keep basic receiving, shipping, and inventory records.

Ability to make basic mathematical calculations involving addition, subtraction, multiplication and division.

Ability to read, write, and speak the English language.

Ability to lift heavy objects and perform prolonged physical labor.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Applicants wishing to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

Effective Date: 3/01 MF