

ASSISTANT BUYER/STOREKEEPER

Purpose Statement:

The job of Assistant Buyer/Storekeeper is done for the purposes of assisting, under the direction of the Purchasing Supervisor, in maintaining warehouse inventory levels; maintaining records in compliance with established regulations; conveying information; receiving Child Nutrition Services stock; assisting in receiving warehouse stock ensuring specifications, quantity, and quality of orders are correct; providing support to the Buyer/Storekeeper; and assisting in the timely delivery of warehouse stores throughout the District.

Essential Functions

- Assists with physical inventories for the purpose of verifying stock and identifying losses.
- Cleans warehouse and work areas for the purpose of ensuring a safe and efficient workplace.
- Evaluates requisitions for the purpose of ensuring accuracy and/or filling orders.
- Maintains various files (e.g. purchase orders, filled requisitions, etc.) for the purpose of providing required documentation and historical information.
- Monitors and updates electronic purchasing system (e.g. user options, routing, passwords, default options, etc.) for the purpose of ensuring accuracy of electronic purchase orders.
- Performs duties of Buyer/Storekeeper as needed for the purpose of maintaining efficiency and effectiveness of the work unit.
- Prepares a variety of reports and documents (e.g. purchase orders, correspondence, requisitions, monthly reports, instructions, training manuals, etc.) for the purpose of disseminating information and/or maintaining an up-to-date trail for reference or audit.
- Processes requisitions, adjustments, purchase orders, on-line orders, mail, etc. for the purpose of ensuring the availability of items as needed and/or disseminating items/materials.
- Provides technical support for electronic requisition system for the purpose of ensuring accuracy of data and processing. Receives stock for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies in deliveries, invoices, auditing, etc. for the purpose of tracking items, resolving complaints and/or ensuring accuracy of invoices.
- Responds to inquiries for the purpose of resolving problems and/or providing information and/or direction regarding the status of orders/deliveries.
- Trains staff in the use of electronic requisition system for the purpose of ensuring the efficient use of on-line ordering.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities. Attends meetings for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in the warehouse; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; and warehousing and purchasing

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

- Pre-Employment Drug Screening
- Pre-Placement Proficiency Test
- Pre-Placement Physical Exam

Certificates & Licenses

Capable of completing Forklift Operator's Certificate

Continuing Ed./ Training

None Specified

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

8/10/16

Salary Grade

ClSfd 22