

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **STOREKEEPER I**

Class Code: 0840  
Pay Range: 04

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under direct supervision, routinely receives, stores, and distributes supplies, materials, and equipment.

### **PRIMARY DUTIES**

1. Fills store requisitions for issuing supplies, materials, and equipment.
2. Receives and inspects shipments for compliance with both delivery documents, purchase order specifications and processes receiving documents. Tags, labels, etches, or marks for identification all supplies, materials, and equipment received.
3. Routes and/or delivers supplies, materials, and equipment to designated locations.
4. Ensures inventory levels by conducting physical inventory of supplies, materials, and equipment.
5. Keeps work area in a clean and orderly manner.

### **Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** One year related work experience.

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**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of the procedures and practices of issuing and storing supplies, materials, and equipment. Ability to perform basic mathematics; to communicate effectively both orally and in writing; to follow directions; to operate warehouse material handling equipment; to operate computers and other standard office equipment; to perform extensive standing, walking, and climbing; to lift, transport and stock assigned supplies and materials; to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or Commercial Class B or equivalent driver's license may be required. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations.