

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



STOREKEEPER II

Class Code: 1111
Pay Range: 06

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, receives, stores, and distributes supplies, materials, and equipment. Leads and trains subordinate personnel.

PRIMARY DUTIES

1. Receives, inspects, and verifies shipments for compliance with delivery documents and purchase order specifications. Processes receiving documents. Tags, labels, etches, or marks for identification all supplies, materials, and equipment received.
2. Leads daily operations. Determines work priorities, plans, schedules, assigns, and reviews work.
3. Fills store requisitions for issuing supplies, materials, and equipment. 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. Prepares routine logs, forms, or tally sheets of daily operations.
6. Implements procedures for maintaining departmental storage facilities in an 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.

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MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the procedures and practices of issuing and storing supplies, materials, and equipment. Skill in operating warehouse material handling equipment. Ability to perform basic mathematics; to communicate effectively both orally and in writing; to follow directions; to provide guidance and instruction to others; to operate computers and other standard office equipment; to establish and maintain effective work relationships; 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.