

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Storekeeper

SERIES NO.:

1474

MAJOR AGENCIES: Mental Health, Mental
Retardation/Developmental Disabilities, Youth Services,
Transportation

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the storekeeper occupation is to receive & distribute stock & supplies to agency personnel.

At the lower level, incumbents receive & distribute supplies in a one-person storeroom.

At the higher levels, incumbents lead or supervise stores clerks in a variety of storeroom activities.

CLASS TITLE:

Storekeeper 1

CLASS NUMBER:

14741

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom or warehouse procedures in order to receive & distribute stock & supplies in a one-person storeroom or in a large central warehouse &/or to operate pharmaceutical repackaging equipment.

CLASS TITLE:

Storekeeper 2

CLASS NUMBER:

14742

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of inventory control & agency storeroom or warehouse procedures in order to lead team of employees in receiving, inspecting, storing & distributing stock & supplies or in operating pharmaceutical repackaging equipment.

CLASS TITLE:

Storekeeper Supervisor

CLASS NUMBER:

14745

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of inventory control & agency storeroom or warehouse procedures in order to supervise storeroom, warehouse &/or drug repackaging employees & oversee operations.

CLASS TITLE: Storekeeper 1	CLASS NUMBER: 14741	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & distributes stock, supplies &/or equipment in one- person storeroom (i.e., storeroom with no other employees, including supervisory personnel) or in large central warehouse, reviews invoices, purchase order codes &/or packing slips to ensure correctness of items & to ensure accurate quantities delivered, inspects stock for damage & expiration date if applicable, unloads stock, fills orders, delivers stock & stores appropriately.

Inventories & orders supplies &/or equipment; completes inventory & other related records; rotates stock for efficient storage; moves furniture, processes in-coming &/or out-going mail; cleans & organizes storeroom; photocopies material; operates forklift &/or other equipment to move & store stock or equipment; checks other warehouse personnel's orders for correctness, packages drug orders after inspection & places completed orders in proper location for delivery to customers; operates pharmaceutical repackaging equipment to count fill, package, cap &/or label medication bottles &/or packages; maintains repackaging equipment & maintains records of lot numbers & expiration dates.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; agency storeroom or warehouse procedures*; addition, subtraction, multiplication, division, fractions, percentages; OSHA &/or other applicable safety standards & practices*. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; complete forms accurately; work alone on most tasks; lift up to 60 lbs. of stock or equipment repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 3 mos. trg. or 3 mos. exp. in inventory control. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to extreme temperatures while working in cold storage or outdoors.

<u>CLASS TITLE:</u> Storekeeper 2	<u>CLASS NUMBER:</u> 14742	<u>BARGAINING UNIT:</u> 09
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Leads team of stores clerks, mechanical stores clerks, storekeeper 1's &/or inmate workers (i.e., provides work direction & training) in receiving, inspecting, storing & distributing stock, supplies &/or equipment &/or in operating pharmaceutical repackaging equipment & recommends changes in & enforces storeroom or warehouse procedures.

Inventories & orders supplies, medication &/or equipment; receives, inspects, stores & distributes items; completes & maintains shipping, receiving & inventory records; prepares or oversees preparation of requisition orders; assists in preparation of storeroom budget; operates pharmaceutical repackaging equipment to count fill, package, cap &/or lable medication bottles &/or packages; oversees maintenance & maintains repackaging equipment; oversees record maintenance of lot numbers & expiration dates. Labels &/or prices stock items; samples materials for laboratory inspection & approval; transports & provides security over inmates; unloads trucks; operates forklift &/or other equipment to move & store stock or equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; OSHA &/or other safety standards & practices applicable to storeroom or operations; agency storeroom or warehouse procedures*; agency purchasing & requisition warehouse procedures*; inventory control; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; lift up to 60 lbs. of stock or equipment repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 6 mos. trg. or 6 mos. exp. in inventory control; 3 mos. trg. or 3 mos. exp. in OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially violent residents.

CLASS TITLE: Storekeeper Supervisor	CLASS NUMBER: 14745	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises storeroom, warehouse &/or drug repackaging employees (e.g., stores clerks, lower-level storekeepers, delivery workers) in receiving, inspecting, storing & distributing stock, supplies, pharmaceuticals &/or equipment &/or in operating pharmaceutical repackaging equipment, develops, implements & enforces storeroom or warehouse procedures, assigns & reviews work, schedules deliveries & oversees preparation & maintenance of shipping, receiving & inventory records.

Oversees inventory of & approves orders for supplies, medication &/or equipment; receives, inspects, stores & distributes items; prepares storeroom or warehouse budget & monitors expenditures; oversees marking, laundering, storage &/or distribution of clothing &/or linens; ensures clean, proper & safe storage of materials; evaluates condition of equipment in order to determine whether to reuse or salvage; ensures delivery vehicles are properly maintained & repaired; serves as liaison with vendors & other suppliers to ensure proper receipt & delivery of supplies &/or equipment; monitors warehouse temperature & humidity & refrigerator temperature to ensure proper storage of pharmaceuticals & other materials; verifies changes in orders &/or validates inventory discrepancies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision*; employee training & development; OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations; inventory control; agency purchasing & requisition procedures. Ability to define problems, collect data, establish facts & draw valid conclusions; recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; prepare concise & meaningful reports; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

9 mos. trg. or 9 mos. exp. in inventory control; 9 mos. trg. or 9 mos. exp. in OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations; 3 mos. trg. or 3 mos. exp. in agency purchasing & requisition procedures; 3 mos. trg. or 3 mos. exp. in employee training & development. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 6 mos. exp. as Storekeeper 2, 14742. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially violent residents.