

The University of Akron
Classification Specification

Job Title:	Storekeeper Sr	Job Code:	45512
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;7/1/99

Job Summary:

Control the department's inventory and provides purchasing, pricing, and stock location services for University employees.

Essential Functions:

40% Evaluate the need to purchase certain products and perform competitive pricing to determine where to purchase each product. Supervise daily activities.

15% Consult with departmental employees daily to make forecasts of needed materials for future jobs. Check frequently with employees to discuss any unusual or large orders that may take more time to receive.

15% Use a computer to organize and record information about inventory that is needed or is already in stock.

15% Control all activities related to the procurement and distribution of equipment or supplies.

10% Review records of inventory and monitor the campus satellite stock locations.

5% Cooperate with vendors and suppliers, departmental employees, and the purchasing department to satisfy everyone's needs as they relate to inventory.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience as a storekeeper working in inventory control. Basic office procedures and experience in employee training and supervision required. Ability to perform mathematical calculations and problem solving skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.