

## **ASSISTANT BUYER/STOREKEEPER**

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### **Purpose Statement:**

The job of Assistant Buyer/Storekeeper is done for the purpose/s 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.

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### **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-Employment Proficiency Test  
Pre-Placement Physical Exam

**Certificates & Licenses**

Forklift Operator's Certificate

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

3/25/2009

**Salary Grade**

Clafd 21