**Storekeeper II Standard Job Description**

**Classification Title:** Storekeeper II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Storekeeper II, under general supervision, receives, handles, stores, maintains, and issues a wide variety of supplies, materials, and tools. Maintains storeroom inventory.

**Essential Duties and Tasks:**

**40% Inventory Management and Coordination**

* Receives, records, and shelves incoming materials, supplies, and equipment.
* Coordinates and participates in physical inventory of chemicals and supplies.
* Maintains and inputs purchase orders into the research inventory system.
* Maintains records of merchandise received, shortages, and breakage.
* Processes purchase orders for hazardous chemicals and laboratory supplies.
* Coordinates the stockroom sales records for regulated items.

**20% Safety and Compliance Oversight**

* Inspects chemicals semi-annually for expired materials and processes waste accordingly.
* Maintains weekly and monthly inspections of all safety equipment in the stockroom.
* Coordinates shipping of hazardous materials following regulations and proper documentation.
* Ensures compliance with safety and operational standards in stockroom activities.

**10% Customer Service and Support**

* Provides oversight on day-to-day operations to ensure a safe working environment.
* Assists faculty and staff with processing orders and handling issues.
* Assists students and researchers in locating missing shipments.

**10% Administrative and Operational Duties**

* Assists with managing warehouse inventory, including restocking.
* Documents and processes paperwork for outgoing surplus items.
* Maintains signage and bulletin boards in the stockroom.
* Processes daily and weekly sales receipts for accounting purposes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Two years of related experience

**Required Licenses and Certifications:**

* Forklift certification or ability to obtain within 90 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 20 hours.
* Telephone: 5 hours.

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to work in severe temperature environments.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**