

# AgriLife Classification Description

Last Updated: 4/17/02

0206  
STOREKEEPER II  
11/01/01

## *SUMMARY*

**General Description:** Receives, handles, stores, maintains, and issues a wide variety of items; participates in the operation of a storeroom or warehouse.

## *DUTIES*

**Typical:** Engages in receiving, recording, storing, maintaining, preparing, issuing, and accounting for materials, supplies, and equipment; plans and executes the efficient utilization of available storage space and maintenance of adequate and complete records of inventory on hand and issued; processes and maintains inventory control, fiscal, and personnel records and compiles regular and special reports from such records; makes estimates of inventory needs, consults with superiors on changes in inventory levels, requisitions materials and supplies, inspects goods received, and checks invoices for materials received and condition of materials on arrival; may maintain and repair some equipment and machinery; performs related duties as required.

## *SUPERVISION*

**Received:** General instruction and periodic review from supervisor.

**Given:** General instruction and periodic review to Storekeepers I and other workers.

## *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** College level courses in business administration or industrial distribution.

## *EXPERIENCE*

**Required:** Two years in storekeeping, including work in maintaining inventory, stock, and fiscal records.

**Preferred:** Previous customer service experience, preferably in a retail or wholesale environment.

## *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** Valid driver's license and good driving record. Must be able to obtain State of Texas class "C" vehicle operator's license within 30 days of employment.

**Preferred:** None.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Knowledge of computer keyboard operation. Ability to use forklift and other lifting machines.