

# AgriLife Classification Description

Last Updated: 4/17/02

0207  
STORES SUPERVISOR  
11/01/01

## *SUMMARY*

**General Description:** Directs the day-to-day operation of a large storeroom or warehouse; receives, handles, stores, maintains, and issues a wide variety of items.

## *DUTIES*

**Typical:** Supervises the work of a group of storekeepers and clerks engaged in receiving, recording, storing, maintaining, preparing, issuing and accounting for materials, supplies, and equipment and participates in such work as necessary; plans and supervises 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, requisitions materials and supplies, inspects goods received, and checks invoices for materials received and condition of materials on arrival; interacts with customers regarding status of inventory requisitions; performs related duties as required.

## *SUPERVISION*

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

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

## *EDUCATION*

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

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

## *EXPERIENCE*

**Required:** Three years in storekeeping or retail sales, including work in maintaining inventory, stock, and fiscal records. One year in a supervisory capacity.

**Preferred:** Experience in customer service related work.

## *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:** Ability to use forklift and other lifting machines.