

Sr. Storekeeper (5062C), Facilities Services - 73580
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247068>

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Posted Oct. 14, 2024, set to expire Feb. 9, 2025

Job Title	Sr. Storekeeper (5062C), Facilities Services - 73580
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5722327

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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

Position Summary

This position resides within the Storehouse Unit and reports to the Storehouse Supervisor, who is responsible for the oversight and management of the stockroom, receiving, and overall material management functions for Facilities Services. The primary responsibilities of this position include: departmental receiving and delivery, stockroom receiving and restocking, customer service, inventory, and keeping the stockroom clean and orderly. The position also provides assistance to the Supervisor in areas including stock analysis, space planning, development of inventory processes, and other

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areas requiring technical expertise.

Custom Scope

The Sr Storekeeper serves Facilities Services Trades and Custodial units. Receiving, storing and delivering the materials needed to complete essential work on campus. The Sr Storekeeper also maintains the warehouse and the inventory of it's contents. This position directly impacts the ability of Facilities Services staff to deliver timely and cost effective services to campus.

Application Review Date

The First Review Date for this job is: 10/25/2024.

Responsibilities

Customer Service

- Assist customers who need materials from the Storehouse. If customer has not already completed a Material Issue Form (MI), get form completed. Pull materials requested, signing the MI to document who pulled the materials, and have customer sign MI to verify receipt of materials. Ensure that MI is completed in a legible fashion and has all appropriate fields completed, including the Work Order Number, the Employee ID number, the Part Number, the Quantity, and the Unit of Measure

Receiving and Shipping Materials

- Receive materials from numerous vendors, using forklift, hand truck, and pallet jack as required. These materials may include, but are not limited to, maintenance supplies, custodial supplies, hazardous materials, equipment of various descriptions, and other materials and equipment. When signing for materials, verifies the number of parcels and that the parcels are for Facilities Services and not for another unit. Inspect packages upon receipt for damage and note any damage when signing packing slip or other paperwork. Upon receipt, match items with Internal Requisitions, for both quantity and description, and enter receipt information into Bear Buy and/or Dynalogic. If required, open packages to verify that materials received match the paperwork. Place materials in appropriate space for delivery or pick up by requestor. placed the order. Process items for shipping or returning through UPS or other carrier as required, ensuring the packages are being sent to the appropriate vendor and address. Ensure that the materials are

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packaged appropriately to ensure they are not damaged in shipment.

Storehouse Operations

- Continually review storehouse operations to better improve operational efficiencies. This will include review of stock placement in Storehouse, analysis of inventory items for correct stocking levels and items, review of data entry process into Dynalogic, and other processes within the Storehouse operation. Prepare storehouse for annual inventory.

Restocking Shelves

- Place stock materials on shelves upon receipt. Stock items shall be placed in the correct bin location, and Storehouse Supervisor will be notified if there are any issues with the stock area

Issuing Materials

- Check basket for stock requisitions to be filled. Pull materials and place materials and paperwork in the appropriate delivery staging area. Sign all requisitions to designate who pulled the materials.

Delivering & Picking Up Materials

- Drive box truck through campus and surrounding areas to deliver goods.
- Deliver goods to appropriate departments within FS. Handle all freight with care and in accordance with any special handling and safety instructions. Have all parcel delivery lists and/or IR's signed by the proper department personnel at the time of delivery, verifying parcel count. Notify Storehouse Supervisor and/or Receiving staff as soon as possible any problems or discrepancies. If necessary, advise the department of pending deliveries. Perform express special deliveries or pick-ups as necessary or at the request of the Storehouse Supervisor.
- Return all paperwork for each delivery or pick up, to the Receiving area at the end of each delivery day.
- Return all undelivered parcels to the Distribution staging area and advise the Storehouse Supervisor. Report all damages and/or shortages to the supervisor immediately.
- Follow the assigned daily delivery schedule. Advise Storehouse Supervisor of necessary schedule changes or requests for crew assistance. Maintain contact with the Storehouse via

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cellular phone communications. Use cellular phone in accordance with University and FCC regulations. Maintain cell phone by re-charging as needed.

- Report all vehicle accidents and/or vehicle failures to the Storehouse Supervisor immediately. Inspect any assigned vehicle for safety and equipment functions daily. Advise the Storehouse Supervisor of equipment repairs needed or of faulty equipment. Keep the truck and other vehicles clean and in good working order. Complete vehicle log inspection and mileage daily. Maintain a safe driving record and follow all state, city, federal motor carrier regulations and campus driving and parking regulations

Loading

- Load supplies and equipment onto delivery truck from the staging areas and other areas of the Storehouse, using forklifts, hand trucks and pallet jacks as required. Confirm the number of parcels for each delivery. Verify delivery point and the number of parcels with the parcel delivery list. Secure freight in the delivery truck for transport to various FS locations.

Safety

- Adhere to all university and departmental safety guidelines. Attend job-related and safety training as required. Assist in maintaining the Storehouse in a clean, safe, and orderly manner by storing chemicals and other hazardous items according to OSHA and Environmental Health and Safety standards. Dispose of emptied pallets and packing material properly, leaving common areas of transit clear and hazard free.

Other

- Perform other duties as assigned. Perform annual inventory at the end of each fiscal year. If cycle counting is instituted, perform that task. Serve as primary contact for the copiers at 2000 Carleton Street, including replenishing paper supplies and ink cartridges, performing routine maintenance, and calling for service. Assist other storehouse personnel in all areas of the storehouse function as required for work flow, and any other work as assigned by the Storehouse Supervisor.

Required Qualifications

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- Ability to read and write English, and perform basic arithmetical calculations.
- Ability to lift up to 75 pounds, perform heavy manual tasks, and be capable of performing outside duties under all weather conditions.
- Listening skills in order to follow oral and written instructions.
- Ability to exercise logic and sound judgement to solve delivery problems on behalf of campus customers.
- Ability to understand and interpret information.
- Accuracy in data entry and ability to keep detailed, accurate records and maintain filing systems.
- Ability to work in a team environment.
- Ability to exhibit strong customer service skills in high demand situations.
- Ability to respond to emergency situations calmly and expeditiously.
- Must possess or obtain within six (6) months of starting position certifications for both handling hazardous materials and using a forklift.
- Ability to operate forklifts and other material handling equipment up to 6000-pound capacity.
- Ability to work outdoors in fluctuating and/or extreme weather conditions.
- Must be available to respond to emergencies and work occasional overtime and on weekends/holidays.
- Adhere to Facilities Services' work rules and Code of Conduct.
- Employee is personally responsible for following health and safety guidelines/instructions.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted hourly range that the University reasonably expects to pay for this position is \$22.95 (Step 1) - \$25.34 (Step 6).

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

Other Information

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Physical Exam

- Employment is contingent upon passing a physical exam.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social

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service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5722327&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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