

Senior Storekeeper (5062C), Berkeley Dining - 79260  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258855>

Downloaded On: Jun. 30, 2025 11:15pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

**Job Title** Senior Storekeeper (5062C), Berkeley Dining - 79260  
**Department** Berkeley Dining  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 30, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Dining Services

**Apply Online Here** <https://apptrkr.com/6329244>

**Apply By Email**

**Job Description**

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**Senior Storekeeper (5062C), Berkeley Dining - 79260**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training, early childhood education meal production, and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day across multiple locations.

### Position Summary

This position functions as the delivery and inventory resource for a Berkeley Dining area as well as assistance with general day to day operations within concessions. The incumbent is responsible for ensuring the timely receiving, storage, and delivery of food and non-food products to concession stand, as well as ensuring product is secured post-game. Reports to the Concessions Manager and assists manager in inventory and ordering using computerized food management system. This position is knowledgeable in both HACCP Food Safety and Sanitation practices. Ensures that health and safety guidelines are practiced. Provide leadership, direct, and train storekeepers to properly carry out assignments, safe use of products and equipment. Will also assist with daily operations including: production of product, guest services matters, as well as stocking and maintenance of concession stands.

### Application Review Date

The First Review Date for this job is: 07/10/2025.

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## **Responsibilities**

### **Receiving, Storage and Distribution**

- Receive, inspect, and store all food and non-food products in specified areas in accordance with HACCP guidelines.
- Date and rotate all inventory items using the FIFO Principles (First In First Out).
- Ensure food is held and loaded at safe temperatures.
- Assist manager with inventory, ordering and planning supply distribution schedule using a computerized food management system.
- Responsible for the organization and cleanliness of all storage spaces.
- On a daily basis, record temperatures of all refrigerators, freezers, and maintain records for three months.
- Oversee receipt and distribution of products.
- Receive up to 30 deliveries daily.
- Responsible for invoice accuracy, proper condition of products, and return of damaged or otherwise suspicious inventory.
- Monitor loading area so that vehicles and other delivery trucks have necessary access.
- Issue all food and non-food products to staff for daily operations.
- Transfer supplies to other units when needed.
- Uphold the security of receiving areas, coolers, freezers and storerooms.
- Ensure food, product and equipment are secured properly and issues according to standard operating procedure

### **Procurement**

- Assist manager in daily ordering using a computerized food management system.
- Maintain a professional working relationship with all staff, vendors, and customers.
- Assist other Berkeley Dining units in times of food/non-food product shortages.
- Reprint service needs from computerized food system as required.
- Submit invoices to manager for approval and signature.

### **Food Preparation / Health and Safety Standards**

- Clean, prepare, store, and otherwise prepare food, following the basic HACCP principles of food preparation, safety, and sanitation.
- Safely operate and maintain necessary equipment.
- Ensure the cleanliness, safety, and sanitation of designated storage and work areas, large and

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small equipment and utensils used in food production.

- Prepare and distribute products to food production staff and/or other units based on production sheet, storeroom requisition, or by request to meet production schedules.
- Finish preparation of pre-cooked product for service to Berkeley Dining concessions patrons.
- Pop popcorn, as needed for resale at concessions' events.
- Assemble food/beverage orders for guests, as requested by patrons at concessions events.

#### Guest Services

- As needed, take and assemble patron orders for both food and beverage.
- Appropriately engage guests and co-workers with the goal of satisfying their needs while expediting services. Establish and maintain positive relations with our customers.
- Listen, and if possible, resolve customers' needs and report them to the manager and/or supervisor.
- Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- Responsible for practicing good stewardship with university and customer resources

#### Direction and Training

- Work with manager to plan daily and weekly work assignments.
- Provide leadership, direct, and train storekeepers to properly carry out assignments, safe use of products and equipment.
- Monitor their performance, identify training needs, and work with manager to provide training. Communicate concerns and recommend solutions to management (e.g. staffing, equipment, cleaning products, etc.).
- With manager: identify, plan, and implement special cleaning projects; inventory, organize, and order supplies and equipment.

#### Maintenance

- Responsible for maintaining overall appearance and cleanliness of storage areas, concession stands, and condiment areas.
- Sweep and mop as needed.
- Wash and sanitize any service equipment and supplies used in the production of service of food and beverage products for concessions.
- Secure equipment, supplies, and materials used within scope of concessions operation.

Professional development and other duties as assigned.

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**"IIPP Requirements**

- Works in a safe and responsible manner while not putting others at risk. This includes complying with applicable policies and regulations, using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions."

**Required Qualifications**

- Minimum 2 years' experience in receiving and or warehouse management.
- Previous experience delivering items by car/truck.
- Customer service skills.
- Storeroom experience, e.g. shipping, receiving, storage, issuing, product distribution, record keeping.
- Experience in inventory control.
- Experience in cash handling and customer service.
- Ability to follow oral and written instructions in English.
- Knowledge of food safety and sanitation.
- Ability to lift and carry up to 50lbs.

**Preferred Qualifications**

- Previous food service, inventory, and/or storekeeping experience.
- ServSafe or Food Service Handler Certification.

**Salary & 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 \$27.68 (Step 9) - \$30.55 (Step 14).

- This is a non-exempt, biweekly-paid position.

### **How to Apply**

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

### **Driving Required**

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

### **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>

Partial-year appointments are career appointments established with regularly scheduled periods during which the incumbents remain employees but are not at work. These scheduled periods during which employees are not at work are designated as furloughs and are unpaid. Such scheduled periods need not be consecutive in time. Furloughs are not to exceed a total of three months in each calendar year.

- 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.

### **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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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**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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