

Storekeeper (5064C), Lawrence Hall of Science - 80337
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262029>

Downloaded On: Sep. 7, 2025 12:14am

Posted Sep. 4, 2025, set to expire Jun. 30, 2026

Job Title	Storekeeper (5064C), Lawrence Hall of Science - 80337
Department	Lawrence Hall of Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Dining Services
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Job Description	

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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

Located in the hills above the UC Berkeley campus, The Lawrence Hall of Science, UC Berkeley's public science center, inspires and engages millions each year through science discovery and learning in ways that advance equity and opportunity. Located in the hills above the UC Berkeley campus, The Lawrence welcomes over 100,000 visitors per year to programs and events onsite and hundreds of thousands more in schools and community settings across Northern California. Our programs, products, and research impact youth, communities, educators, leaders and partners locally, nationally and globally. The Lawrence Hall of Science is the home of UC Berkeley's ottoy Initiative. The ottoy Initiative aims to foster understanding of and respect for Ohlone people and culture and to repair and improve UC Berkeley's relationship with the Ohlone community.

Position Summary

As the home of UC Berkeley's ottoy Initiative, The Lawrence Hall of Science offers multiple culinary experiences at The Lawrence and across the UC Berkeley campus designed to foster understanding of and respect for Ohlone people and culture. These experiences are all serviced by ammatka Kitchen which will be located in The Lawrence's existing kitchen and cafe space which has been closed since 2020.

Under the direction of ottoy Initiative leaders (Cafe Ohlone co-founders Vincent Medina and Louis Trevino), The ammatka kitchen will prepare, cook, and serve a combination of made-to-order and grab-and-go food for sale in the onsite cafe and other culinary offerings that will be served in other campus venues. The ammatka Storekeeper position is in charge of the sourcing, procurement, receipt, storage, packaging, shipping, and inventory management of ingredients and products utilized and sold. The incumbent should specialize in the procurement, handling, storage, and packaging of food ingredients

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and products in food services contexts. This position is knowledgeable in both HACCP Food Safety and Sanitation practices and ensures that health and safety guidelines are practiced.

We welcome candidates who have demonstrated capacity to create inclusive work environments, work effectively on diverse teams, and serve the diverse communities with whom we currently work and want to attract. We are committed to hiring and retaining racially and gender diverse, culturally competent leaders at all levels of the organization who reflect the demographics of our community and continually deepen their skills and competencies. Given the particular goals of the ottoy culinary experiences, we seek applicants who are interested in advancing the goals of the ottoy initiative and/or a passion for connecting food and culture.

Application Review Date

The First Review Date for this job is: 08/21/2025.

Responsibilities

Receiving, Storage, Packaging and Distribution

- Receive, inspect, and store all food and non-food products in specified areas in accordance with HACCP guidelines.
- Dates and rotates all inventory items using the FIFO Principles (First In First Out).
- Ensure food is held and loaded at safe temperatures.
- Responsible for inventory management, ordering and planning supply distribution by using an inventory database.
- Responsible for the organization and cleanliness of all storage spaces.
- On a daily basis, records temperatures of all refrigerators, freezers, and maintains records for three months.
- Oversee receipt and distribution of products.
- Receive multiple 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.
- Upholds the security of receiving areas, coolers, freezers and storerooms.
- Ensures food, product and equipment are secured properly and issues according to standard operating procedure.

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- 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.
- Packaging and delivering ingredients and products to multiple locations across the UC Berkeley campus in a manner that is aesthetically pleasing and ensures food safety and freshness.
- May need to support locations operational needs.
- Locations may include but are not limited to: The Lawrence Hall of Science, ottotak (patio adjacent to the Hearst Museum), Cal Performances, BAMPFA by driving university vehicle to transport, pick-up and/or drop-off items such as marketing materials, tabling and events materials, food and beverage goods and supplies, kitchen equipment, uniform, and/or shoes, operational materials, or other operational needs that can be transferred amongst the larger department.
- Driving duties may require timely arrival and departure to meet service deadlines and/or needs.

Sourcing and Procurement

- The ammatka Storekeeper position is in charge of the sourcing and procurement of ingredients, products and supplies.

Given the focus of The ammatka kitchen, incumbent may be called upon to source specialized or locally sourced ingredients. This will include a wide range of tasks including:

- Maintaining a professional working relationship with all staff, vendors, and customers;
- Creating efficient approaches to the tasks
- Identifying cost-effective sources of ingredients; and,
- Submitting 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 small equipment and utensils used in food production.
- Prepare, package and distribute products to food production staff and/or other units based on

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production sheet, storeroom requisition, or by request to meet production schedules.

- Maintain the overall appearance and organization of the loading dock, storage areas, receiving areas, packing, and delivery transportation vehicles.

Other Duties as Assigned and Professional Development

- Perform additional tasks as required, participate in organizational activities that advance the well-being of The Lawrence Hall of Science and the ottoy Initiative, and engage in opportunities for professional growth.

Required Qualifications

- Experience in storeroom duties, such as, shipping, receiving, storage, issuing, distributing of products and record keeping.
- Experience in inventory, inventory control and storekeeping.
- Experience sourcing, procuring and packaging ingredients and food products.
- Previous food service and customer service experience.
- Previous experience delivering items by car/van/truck.
- Ability to read, write, speak and understand English and follow oral/written instructions.
- Ability to basic arithmetic calculations.
- Experience following directions related to job responsibilities and to take and incorporate feedback.
- Knowledge of food safety and sanitation.
- Proven organizational skills.
- Ability to complete service records accurately at the conclusion of a meal.
- Demonstrated ability to work with others.
- Ability to lift and carry up to 50 lbs.
- Ability to operate and maintain restaurant food service equipment.
- High school Diploma and/or equivalent experience/training.

Preferred Qualifications

- Experience handling large scale food procurement, production, packaging and distribution.
- Knowledge and/or experience related to using/sourcing local and/or indigenous ingredients in food preparation.
- Knowledge and/or experience related to cultivating cultural appreciation through culinary experiences.
- Knowledge related to advancing food sustainability and security.

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- Experience in a foodservice operation in public-facing, cultural organization.
- Experience packaging food in aesthetically pleasing manner.
- ServSafe or Food Service Handler Certification.
- Forklift certification or successfully complete certification training.

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.

The budgeted hourly range that the University reasonably expects to pay for this position is \$25.12 (Step 8) - \$29.99 (Step 17).

- 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.

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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.

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 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:

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[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

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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