



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Storekeeping Manager

Job Code: 170

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a storekeeping operation.

Typical Tasks

Directs the ordering, storage, inventory, and distribution of equipment and supplies.

Determines needs for additional equipment and supplies.

Negotiates with vendors.

Evaluates new products and substitutes to compare vendor price differences.

May supervise storekeepers.

Insures chemicals or toxic substances are handled properly.

Compares received items against invoices or purchase orders.

Maintains and updates storeroom inventory.

Insures storeroom is kept clean and orderly.

Oversees the tagging and recording of surplus property inventory.

May use forklift or other vehicles to move or deliver equipment or supplies.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Assistant Storekeeping Manager

Job Code: 225

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in managing a storekeeping operation.

Typical Tasks

Oversees the ordering, storage, inventory, and distribution of equipment and supplies. Assists the Storekeeping Manager in determining needs for additional equipment and supplies.

Confers with employees to determine purchasing needs.

Maintains vendor lists and catalogs of available equipment and material.

Orders material, supplies, services, and equipment.

Negotiates purchases with vendors.

Compares received items against invoices or purchase orders.

Oversees storeroom inventory.

Insures storeroom is kept clean and orderly.

Oversees the tagging and recording of surplus property inventory.

May use forklift or other vehicles to move or deliver equipment or supplies.

May supervise storekeepers.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Storekeeper Supervisor
Job Code: 169

Overtime Pay: Eligible

Primary Responsibility

This is work supervising storekeepers.

Typical Tasks

Oversees storekeepers who receive, inspect, distribute, and inventory equipment and supplies.

Assigns tasks to storekeepers.

Insures tasks are completed thoroughly and in a timely manner.

Receives special requests.

Delegates routine and special projects.

Receives, sorts, records, stores, and issues chemicals, research supplies, and other specialized items.

Insures chemicals or toxic substances are handled properly.

Compares received items against invoices or purchase orders.

Maintains and updates storeroom inventory.

Insures storeroom is kept clean and orderly.

Oversees the tagging and recording of surplus property inventory.

May use forklift or other vehicles to move or deliver equipment or supplies.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Storekeeper

Job Code: 168

Overtime Pay: Eligible

Primary Responsibility

This is work receiving and disbursing specialized equipment or supplies.

Typical Tasks

Receives, sorts, records, stores, and issues chemicals, research supplies, and other specialized items.

Insures chemicals or toxic substances are handled properly.

Compares received items against invoices or purchase orders.

Maintains and updates storeroom inventory.

Keeps storeroom clean and orderly.

Tags and records surplus property inventory.

May use forklift or other vehicles to move or deliver equipment or supplies.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Storekeeper
Job Code: 167

Overtime Pay: Eligible

Primary Responsibility

This is work receiving and disbursing equipment or supplies.

Typical Tasks

Receives, sorts, records, stores, and issues items.
Compares received items against invoices or purchase orders.
Maintains and updates storeroom inventory.
Keeps storeroom clean and orderly.
Tags and records surplus property inventory.
May use forklift or other vehicles to move or deliver equipment or supplies.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

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