



Job Code: 1234

Grade: 12

HCWR: N

Job Title
Storekeeper IV

Department
Material Management

Job Summary

Under direct supervision coordinates storekeeping services and activities for Cook County Health (CCH) involving extensive and diversified inventory. Receives deliveries of all materials, supplies and equipment. Disburses stock following standardized procedures. Prepares and submits requisitions for stock replenishment. Maintains a variety of log sheets to record deliveries. Performs miscellaneous duties pertinent to general upkeep of the storage area, inventory records and allocation, etc. Accounts for all returned, spoiled or damaged items so that final inventories will balance properly. Conducts annual and random audits for accountability.

Typical Duties

- Receives deliveries of all materials, supplies and equipment
- Disburses stock following standardized procedures
- Prepares and submits requisitions for stock replenishment
- Maintains a variety of log sheets to record deliveries
- Performs miscellaneous duties pertinent to general upkeep of the storage area, inventory records and allocation, etc.
- Accounts for all returned, spoiled or damaged items so that final inventories will balance properly
- Conducts annual and random audits for accountability

Minimum Qualifications

- High School Diploma or GED
- Two (2) years of storeroom experience which includes inventory, receiving and distribution

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Thorough understanding of modern storekeeping methods and procedures
- Good communication skills
- Skill in exercising good judgment relative to problem solving and referring problems in the appropriate manner
- Ability to understand and carry out spoken or written instructions
- Ability to convey information and explain basic storeroom policies and procedures to other in person and over the telephone
- Ability to safely operate a variety of storeroom/warehouse equipment such as lifts, hand carts, dock plates and automated garbage compactors



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.