



**Job Code:** 1235

**Grade:** 14

**HCWR:** N

**Job Title**  
Storekeeper V

**Department**  
Cook County Health

**Job Summary**

Under direct supervision, is responsible for coordinating the receipt, inventory, and distribution of supplies; acts as a shift supervisor in the filling of orders and storing of supplies in the main storeroom, checks stocking and rotating of supplies in the wards; supervise employees working in production lines; and performs related duties as required.

**Typical Duties**

- Responsible for assigning storekeepers and other employees to various work areas
- Supervise the activities of employees working in storeroom, barcoding, or production line operations
- Maintain records and inventory of all supplies and equipment in assigned areas
- Perform the storekeeping function at the main storeroom when urgent jobs need to be completed and/or other storerooms of Materiel Management
- Conduct physical inventory of supplies in the wards in accordance with the barcode operating system and/or inspect compliance to supply stocking FIFO system and the under or over supply of items in the shelves
- Prepare required shift record and reports and pass to incoming supervisor all on-going activities of the shift

**Minimum Qualifications**

- High School Diploma or GED
- Four (4) years of storeroom experience which includes inventory, receiving and distribution

**Preferred Qualifications**

- Associates Degree from an accredited college or university

**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 outspoken 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
- Ability to maintain written storekeeping and inventory records as warranted by particular situations
- Ability to apply basic mathematical skills to verify quantities of goods received and to



**Knowledge, Skills, Abilities and Other Characteristics**

maintain inventories

- Ability to supervise others
- This position requires various types of physical exertion including, but not limited to lifting, pulling, pushing, pushing, and moving objects of moderate to heavy weight

**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.**