



STOREKEEPING AND WAREHOUSE JOB FAMILY

CAREER PATH

Positions in this family work in a warehouse, canteen, commissary, storeroom, or gift shop involving the acquisition, storage, and distribution of inventory.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Check incoming inventory against invoices.
- ❖ Label and/or price items, and stock shelves.
- ❖ Fill requisitions and prepare items for delivery.
- ❖ Maintain inventory levels and records.
- ❖ Operate a cash register and/or warehouse equipment.
- ❖ Monitor temperatures in perishable goods storage areas.
- ❖ Maintain clean and organized storage/stores areas.
- ❖ Conduct periodic physical inventory counts.
- ❖ Pickup and delivery of supply items.

The work assigned to positions in this series ranges from routine storekeeping duties to supervision of storekeeping/warehouse operations.

Stores/Warehouse Assistant

Pay grade: 15

This is a position utilized in a warehouse, commissary, or storeroom involving the receipt, storage, distribution, acquisition, and/or selling of inventory. Positions at this level are responsible for routine storekeeping duties including receiving and unpacking inventory items, verifying quality and quantity, and referring decisions regarding non-conformance with specifications to higher level staff. Positions may be responsible for listing, pulling, packaging, and delivering goods.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent.

Stores/Warehouse Associate

Pay grade: 18

This is a position responsible for overseeing a major storekeeping area such as commissary operations, and/or clothing or supply food storerooms. Positions may serve as assistant to a supervisor or manager in the operation of a warehouse. At this level, a position will be inspecting



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items for conformance with specifications, rejecting shipments not meeting indicated specifications, and certifying receipts in order to authorize payment to vendors.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and two years of relevant experience.

Stores/Warehouse Supervisor

Pay grade: 21

This is a supervisory position responsible for directing and coordinating warehouse, storekeeping, and related functions for an agency or state facility. An employee at this level will be accountable for all inventory and store functions, and supervision and training of employees. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, the incumbent will be expected to have the knowledge and skills to perform and review the work overseen.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and two years of relevant experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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CAREER PATH

Minimum Requirements specific to the Storekeeping and Warehouse Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must obtain and/or possess and maintain a valid driver license.
- ❖ Must obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within three months of the date of employment or reclassification and maintain throughout employment; following which requires an employee to submit to periodic random drug testing.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

Effective: 07/01/2024

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Revised: --