



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Rec/Inventory Supply Custodian <b>Job Class:</b> 2426		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> Local 1616		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Under the direction of the Manager of the Warehouse and Distribution Services, the Inventory Supply Custodian is responsible for ordering supplies and material, maintaining records related to supply and material ordering, receiving, issuing, shipping and purchasing. Assigning and supervising work of stockroom custodians.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assign and supervise work of stockroom custodians on a daily basis.
2. Process requisitions, which includes scheduling deliveries and the pickup of supplies/equipment from the user. Must purchase non-stock items that are necessary to complete the requisitions.
3. Maintain adequate inventory of supplies and equipment to meet the general needs of the recreation department and the general public.
4. Work with recreation staff, Manager of Operations to determine supplies needed for specific programs. Submit purchase orders and stock requisitions to meet needs.
5. Inspect and verify merchandise received. Authorize payment, exchange or return.
6. Enter information on purchases into computer; date, description, amounts, price, vendor, etc.
7. Monitor satellite storage locations for condition of equipment.
8. Answer telephone inquiries regarding status of supply requisitions; i.e. shortages, delivery dates, back orders, cancellations, etc.
9. Initiate repair or replacement of audio visual, banquet and other equipment loaned to various programs.
10. Oversee the repair of damaged equipment or arrange its replacement.

11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Manager of Warehouse and Distribution Services

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Custodians

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**