University Classification: **Storekeeper III**

**Job Code:** GB72  
**Pay Level:** 08

**Position #:** 00256123  
**Org/Dept/Sub-dept #:** 90-9170

**Position Reports to:** Stephen Castillo

**Name:** 00013023  
**Position #**

**Building:** HLI  
**Part/Full Time:** Full-Time

**Hours:** 8am – 5pm  
**Work Week:** Standard  
**Week Details:** Monday – Friday

**Additional Hours:** With some rotating Saturday mornings and holidays.

**Position Specific Summary:**
The State Hygienic Laboratory seeks a Storekeeper III. Under direct supervision, coordinates day-to-day operation of a large and complex storeroom for the State Hygienic Lab (SHL) Shipping Department. Provides functional supervision to storeroom personnel as required.

**Key Areas of Responsibilities and Specific Job Tasks**

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<th>Classification</th>
<th>Key Areas of Responsibility</th>
<th>Specific Job Duties and Tasks</th>
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| **Procure and deliver goods and services** |  | Generate and process internal orders, requisitions/orders.  
|  |  | Manage inventory in multiple computer/online applications. Monitor real life supply of stock items, assemble/order sort and assign a variety of packages in conformance with guidelines from regulatory agencies, including the postal service, as necessary.  
|  |  | Accurately package infectious substances for shipment according to federal and international regulations for proper packaging, marking, and shipping requirements, to avoid delay of shipment due to non-compliance with shipping regulations.  
|  |  | Coordinate with members of other departments in order to facilitate the appropriate completion of work for special projects, both long term and short term.  
|  |  | Receiving/communicating quality control results for sample/specimen containers.  
|  |  | Verify client orders for completeness and accuracy and follow up on discrepancies to resolve problems.  
|  |  | Safe handling of potentially harmful chemical substances, infectious substances including shipping and receiving and dispensing into sampling containers, identification, labeling and coding for items.  
|  |  | Perform functional supervision and training of less experienced employees and student employees.  
|  |  | Appropriate interaction with the public and outside agencies (FedEx, USPS, clients)  
|  |  | Keep informed and up to date regarding changes in laboratory procedures and/or state, federal, or international regulations, and maintain necessary certifications.  
|  |  | Operate postage meter and scale. Record type of carrier utilized to transport: U.S. Mail, UPS, Federal Express, etc. Indicate address, costs, and charge appropriate accounts.
• Prepare daily shipping reports/manifests for various shipping carriers.
• Accept and sign for deliveries from carrier personnel.
• Review public inquiries by telephone from various health facilities and municipalities and provide information regarding shipping/delivery policies and procedures.
• Use of format and clerical procedures to arrange a variety of material from different sources in a coherent and logical manner.
• Operation of fleet vehicles adhering to UI Fleet Safety Driving Record Review Standards.
• Monitoring/documentation on various equipment in the facility (refrigerators temps, etc.)
• Providing escort in restricted area to various vendors on site. (Stericycle, Praxair)
• Adheres to safe work practices related to chemical hazards.
• Adheres to policies, processes, and procedures regarding PPE use.
• Identifies accounting codes assigned for laboratory services rendered.
• Completes with documented internal policies and guidelines.

NECROPSY
• Maintain a flexible work schedule during Necropsy rotation to accommodate unexpected/late arriving specimens.
• Capability to perform standard tasks in a shortened timeframe to accommodate the addition of Necropsy work.
• Appropriate labeling/identification of containers used to store biohazardous waste.
• Operation of autoclave; performance/knowledge of appropriate disinfection/decontamination procedures.
• Operation of various cutting tools/implements.
• Maintenance of Necropsy room – restocking supplies, cleanliness or work area.
• Safe handling/disposal of shipping containers that were used to transport rabies specimens.
• Communication/coordination with lab staff regarding the arrival and timely tissue extraction for rabies specimens.
• Identification and extraction of tissues needed for rabies testing from various animal species and safe/appropriate transport of tissues to lab.
• Safe handling/judgement to identify safest way to handle live animals for rabies testing.
• Euthanasia of live animals submitted for rabies testing.
• Operation of necropsy/on-call phone; maintaining availability to come in on short notice and perform necropsy on weekends and holidays.
• Maintaining records of samples/specimens received for necropsy, appropriate labeling of test request forms for later identification/scanning.
• Monitoring/documentation of various equipment in the necropsy room. (Refrigerator temp, eye wash station)
• Providing safe/monitored access to necropsy room as needed for staff that have not been inoculated against rabies. (ex, Biosafety Officer needing to check air flows in Necropsy room)

Knowledge, Skills, and Abilities
• Extensive use of computer operating systems and various office software (Excel, Word, etc)
• Use of computer database to locate/record information, ability to follow written protocols/instructions to appropriately/accurately complete work.
• Organize, prioritize, and assign work in order to meet various deadlines.
• Ability to adjust work processes to meet the needs of specific clients.
• Use of good judgement/interpretation when dealing with time sensitive tasks/test items to ensure no delays or negative outcomes occur as a result of SHL work.
• Displays professional demeanor in all situations with customers and stakeholders
• Frequent lifting of weights up to and occasionally exceeding 50 pounds.
• Knowledge of storeroom methods and procedures.
• Knowledge of the characteristics uses, and proper handling/storage techniques of items supplied.
• Knowledge of keyboarding and computer data entry skills.
• Ability to interpret and follow oral and written instructions.
• Ability to prepare and maintain stock records, reports, and inventories.
• Ability to communicate effectively with coworkers and constituents.
• Ability to work independently and provide functional supervision.

Universal Competencies

| Collaboration/Positive Impact | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
| Diversity, Equity and Inclusion | Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences. |
| Service Excellence/Customer Focus | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.
## Position Qualifications

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<td>• Three years of work experience in storekeeping, accounting, business administration or job-related work.</td>
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<td>• Any combination of such experience and post high school education that totals three years.</td>
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<td>• Possession of appropriate driver's license and ability to meet UI Fleet Safety Standards.</td>
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<td>• Data Entry experience.</td>
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See requisition # 22004770 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.