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Storekeeper Specialist

Employer

Winfield Correctional Facility
1806 Pinecrest Circle
Winfield, KS 67156
620-705-6020

Important Recruitment Information for this vacancy:

Position: Warehouse Specialist (Storekeeper Specialist)

Job Opening ID: 212867

Job Posting closes: Saturday, June 15, 2024, at Midnight

Direct Link: [Here](#)

Required documents uploaded by: Saturday, June 15, 2024, at Midnight

Agency Information: Winfield Correctional Facility

www.doc.ks.gov/facilities/wcf

About the Position:

Who can apply: Candidates who meet the minimum qualifications

Classified/Unclassified Service: Unclassified

Full-Time/Part-Time: Full-Time

Regular/Temporary: Regular

Work Schedule: Monday - Friday, 8am-5pm

Eligible to Receive Benefits: Yes

Veterans' Preference Eligible: Yes

Search Keywords: KDOC, WCF, WWRF, Cowley, Warehouse, Store, Canteen, Support, Supply, Stock, Business, Procurement, Inventory, Logistics

Compensation:

Salary Rate: \$15.75 hourly Entry Level Pay

Note: Salary can vary depending upon education, experience, or qualifications.

Employment Benefits:

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Public Student Loan Forgiveness Program participant
- Fitness Center
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities:

Position Summary:

This position's primary responsibility will be maintaining warehouse stock. This involves receiving vendor quotes, submitting bid sheets, placing purchase requests for stock, occasional supply runs for merchandise purchase/pickup/delivery, and receiving delivered freight. This position will be responsible for performing quarterly inventory of the WCF warehouse. This position will also be responsible for the distribution of supplies throughout WCF as well as to WWRF. Position may supervise up to 3 residents. Experience with Access and Excel are a plus. This position also serves as a backup for the Property Storekeeper and limited coverage of the Procurement Officer II in their absence.

- Coordinates each area of the warehouse to assure efficiency in the overall supply function. Responsible for the receipt of all incoming freight. Includes coordinating with Contract personnel regarding internal deliveries which are made by Warehouse staff as well as incoming deliveries made by outside vendors in their absence. Assures the accountability of supplies by preparing and reviewing all receiving reports. Obtains inventory statistics from receiving reports and inventory/stock reports to complete a monthly inventory and usage report ensuring accuracy for budgetary purposes and maintaining stock levels. Supervises the completion of inventory and stock records for the consumable supplies maintained in the Main Store Warehouse. Accuracy of the inventory system is vital so as not to allow the institution to run out of necessary

supplies. Must be knowledgeable of policies, rules and regulations regarding the security and issuance of goods.

- Requests quotes from vendors on and off contract and creates purchase requests for goods, supplies, equipment and contractual services. Assist other departments in sourcing commodities not stored in the warehouse. Maintains positive communication with outside vendors, State contractors, local merchants and internal staff regarding such things as stock available and hours of operation.
- Evaluates the resident workers daily work habits and provides instruction and guidance on acceptable work behavior so they may develop appropriate skills for outside employment.
- Assists in maintaining Uniform Staff clothing items and issuance records.
- Accompanies outside inspectors, including the State Fire Marshall and the Health and Sanitation Inspector during routine visits of the Warehouse. Completes monthly fire and safety inspections. Quarterly tool inventory.
- Provides backup for basic functions in the absence of the Property/Warehouse Specialist and Procurement Officer II.
- Performs other duties as assigned. Must learn and follow all security measures for working with residents in a minimum and medium custody correctional facility.

Qualifications:

Minimum Qualifications:

- One year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods and maintaining inventory records

Education may be substituted for experience as determined relevant by the agency.

- Free from felony conviction(s)

Preferred Qualifications: *(May be used to screen applicants)*

- High School Diploma or GED Equivalent
- Six (6) months of experience with Computerized Inventory System (WASP, Fishbowl, or Atrex, for example.)
- Microsoft Excel experience and proficiency
- Two (2) years of experience in industrial warehousing
- Forklift/pallet jack knowledge and experience
- Valid Driver's License
- Customer service oriented

Post-Offer, Pre-employment Requirements:

- Take and pass a Drug Screening Test, Medical Screening and TB Screening

Recruiter Contact Information:

Name: Leslie Aldridge, HR Professional

Email: Leslie.Aldridge@ks.gov

Phone: 620-705-6020

Mailing Address: 1806 Pinecrest Circle, Winfield, KS 67156

Job Application Process:

- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. *This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page.
- Start your **draft job application**, upload other required documents, and **Submit** when it is complete.
 - a. Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - a. Email – sent to the Preferred email on the My Contact Information page
 - b. Notifications – view the Careers> My Job Notifications page

Helpful Resources at: jobs.ks.gov “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents for this Application to be Complete:

Upload these on the Careers - My Job Applications page:

- DD214 (if you are claiming Veteran’s Preference)

Helpful Resources at: jobs.ks.gov: “How, What, & Where do I Upload Documents”

How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.



[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

