

DUTY STATEMENT

DATE APPOINTED	PROGRAM GENERAL SERVICES	UNIT Warehouse	☒ CURRENT ☐ PROPOSED	
DATE LAST REVIEWED October 1, 2026				
CIVIL SERVICE CLASSIFICATION MATERIALS & STORES SUPERVISOR	WORKING TITLE MATERIALS & STORES SUPERVISOR		POSITION NUMBER (Agency – Unit – Class – Serial) 577-118-1503-001	
WORK LOCATION VHC - FRESNO	WORK SCHEDULE (Days & Hours) 8:00AM – 4:30PM Mon-Fri	TENURE PERMANENT	TIME BASE FULLTIME	
INCUMBENT (If Known)		COI (Yes or No) No	WWG 2	CBID U12
Under the general direction of the Hospital General Services Administrator, the Material and Stores Supervisor will supervise, oversee and receive, label, store, issue, and process paperwork for the inventory in the General Supply Warehouse and assist with the deliveries of pharmaceutical orders. This position will maintain accurate records of purchase orders, receipts, storage, and issuance of stock.				
% of time performing duties	ESSENTIAL FUNCTIONS			
35%	Provide supervision to Materials and Stores Specialist, Stock Clerk and Property Controller I. Issue supplies and process necessary paperwork. Check orders to determine damage and quantity amounts. Process all necessary paperwork. Assign locations for new items. Keep supply order records and do filing. Order Form 5's along with Supply Orders. Set up delivery times. Prepare receiving records for payment. Assist with purchase estimates, purchase orders, and contract orders. Keep running balances on materials and monetary limits. Prepare monthly special reports for Management. Input documents, warehouse inventory, and warehouse information into the computer. Assist with the warehouse inventory.			
20%	Maintain accurate records of material and supplies ordered, received, issued and shipped. Follow-up on order problems and shipment discrepancies. Schedule outgoing freight, including preparation of bill of lading and other necessary forms. Follow-up on orders not delivered in a timely manner.			
15%	Provide assistance to the staff at the home. Answer questions on quantity of items stocked and follow-up on possible staff complaints. Attend staff meetings and In-service training as required.			
10%	Maintain the warehouse in a good working condition. Assist with the preventive maintenance on all warehouse equipment. Adhere to all applicable state and federal laws.			
10%	Assign work, schedules and give instructions to warehouse/property staff. Evaluate work performance and takes or recommends appropriate action.			
5%	Must maintain a valid CPR and First Aid certification.			
NON-ESSENTIAL FUNCTIONS				
5%	Other related duties as assigned.			

OTHER

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Review/prepare purchase documents, inventory sheets, ship/receive documents, read/respond to e-mails.					X
HEARING: Answer telephones, listen for delivery trucks, pallet jacks, and resident scooters.					X
SPEAKING: Communicate to staff, residents and the public in person and via telephone; answer phones, assist staff.					X
WALKING: Deliver supplies to the units.				X	
SITTING: Sit at the desk complete form 5's, place/answer vendor phone calls.				X	
STANDING: Distribute equipment to the units, unload delivery trucks, perform inventories.				X	
BALANCING:			X		
CONCENTRATING: Complete forms, unload trucks, walk the back dock area, inventory, verify deliveries/bill of lading, fill storeroom supply orders.					X
COMPREHENSION: Read e-mails, receive written correspondence/policies and procedures.					X
WORKING INDEPENDENTLY: Make deliveries to the units, maintain warehouse, perform inventories.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10- 25 LBS:				X	
LIFTING 25-50 LBS: Use the electric pallet jack/floor jack to lift items with this weight capacity.			X		
FINGERING: Telephone the departments prior to making deliveries, use computer.				X	
REACHING: Pull items from the shelves. Retrieve documents from printer.					X
CARRYING: Use plastic cart to make deliveries.					X
CLIMBING: Ladders.			X		
BENDING AT WAIST: Pull & issue items from lower shelves.				X	
KNEELING: See "bending at the waist"				X	
PUSHING OR PULLING: Staff use warehouse equipment such as dolly's, pallet jacks & plastic carts.				X	
HANDLING: Handle packages received at and shipped out from the Warehouse.				X	
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Operate the computer, telephones, fax machines, copier.			X		
WORKING INDOORS: Enclosed office, warehouse environment.				X	

WORKING OUTDOORS: Special events, transport items throughout facility.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.				X	

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE

REV. 10/2026