Training and Experience Evaluation
Materials & Stores Specialist
Consortium

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.
**Instructions:**
Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer.

**Tasks**

1. Reviewing purchase documents and storeroom supply orders to ensure distribution to the designated area within the organization.

2. Receiving and inspecting equipment, supplies, and/or commodities to determine order accuracy.

3. Loading and/or unloading trucks or other common carriers safely using appropriate equipment/vehicles (e.g., forklift, pallet jack, hand truck).

4. Organizing warehouse stores to ensure space is used efficiently.

5. Notifying vendors and/or shipping companies of delivery discrepancies, unacceptable merchandise, and/or damaged goods by phone, email, or in person.

6. Utilizing Material Safety Data Sheets (MSDS) to safely store and handle potentially hazardous chemicals, materials, and supplies.

7. Collaborating with staff, supervisors, and managers to resolve work-related conflicts/issues in a lead capacity.

8. Maintain logs and records for all material handling equipment to ensure safety protocols are up-to-date.