

Attachment C-4

Sayreville Public Schools

Job Description – STOCKROOM/EVENING MAINTENANCE WORKER

Requirements and Qualifications:

- High School Diploma or equivalent.
- Standard New Jersey Driver's License.
- Capable of operating stock room delivery truck along with snow plow attachments.
- Possesses physical strength necessary to unload, lift, and carry heavy boxes.
- Exhibits strong organizational skills.
- Works well with a team.
- Demonstrates ability to read and interpret invoices and packing slips.
- Exhibits familiarity with proper safety procedures in the stockroom.

Reports to: Director of Facilities & Operations
Evening Buildings, Grounds and Security Supervisor

Major Duties and Responsibilities: Evening Maintenance Worker

1. October/November through June shall work directly under the immediate supervision of the Evening Buildings, Grounds, and Security Supervisor and the Director of Facilities & Operations who will lay out the work to be performed by the distribution of work orders at the various locations throughout the school system. Work to be performed shall consist of carpentry, plumbing, electrical, painting, masonry, boiler repair and various types of repairs to equipment and buildings.
2. Must be able to operate standard power tools such as: drills, skill saw, sabre saw, bench saw, sander and other various power tools.
3. Submit daily report of work orders completed at locations throughout the school system.
4. Submit monthly report for all mileage required in the performance of maintenance work for reimbursement.
5. Be responsible for securing all necessary material of a small nature in order to complete assigned tasks properly. All expensive material must be cleared through the Director of Facilities & Operations and the Business Administrator.

Major Duties and Responsibilities: Stockroom

1. July through September/October or whenever assigned, will work directly under the Director of Facilities & Operations, Evening Buildings, Grounds, and Security Supervisor and Business Administrator, and will be responsible for helping maintain an inventory of all supplies. Help maintain an annual inventory of all stockroom supplies noting starting inventory, quantity purchased, quantity used and balance on hand.

October 15, 2019

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2. Receive and check all deliveries of supplies and equipment to central stockroom against purchase orders and packing slips before signing. Report any problems to the Business Administrator and Director of Facilities & Operations immediately.
3. Loading and unloading deliveries.
4. Preparing items to be shipped to the buildings in the district.
5. Help maintain an inventory of all special, office and general supplies and revise and prepare supply lists for each succeeding year.
6. Help maintain an accurate record of all non-public textbooks, technology supplies, etc. purchase orders and arranges deliveries to the various schools.
7. Work with Evening Buildings, Grounds and Security Supervisor to maintain proper record of all janitorial supplies.
8. Will be called upon to fill in for the district Truck Driver.
9. Deliver and/or pick up materials to schools and office.
10. Perform other duties as assigned by the Business Administrator/Board Secretary, Chief School Administrator, Director of Facilities & Operations or Evening Buildings, Grounds and Security Supervisor.

Work Schedule:

- Twelve (12) month position with working hours generally Monday through Friday.
- July 1 through September or October (7:30 AM - 3:30 PM) with ½ hour for lunch. *(dependent upon how quickly materials/supplies have been delivered to the schools)*
- October or November through June (3:00 PM - 11:00 PM) with ½ hour for lunch.
- Weekends/holidays as needed.

Work Environment:

Stockroom employees spend the majority of their time in the stockroom arranging and overseeing inventory. The job requires moderate to heavy physical activity, as stockroom employees are required to stand, walk, and lift items throughout the majority of their shifts.