

WAREHOUSE AND SCIENCE KIT COORDINATOR VI
New Hanover County Schools

Job Description

Class: Classified
Division: Finance
Department: Purchasing

TITLE: Warehouse and Science Kit Coordinator VI

QUALIFICATIONS:

1. Bachelor's degree or equivalent.
2. Experience using Microsoft Word, Excel and Tyler Munis.
3. Knowledge of methods used in maintaining warehouse operations preferred.
4. Excellent communication skills.
5. Other qualifications as the Board and Superintendent may deem appropriate.

REPORTS TO: Director of Purchasing

JOB GOAL: To provide support and materials for the elementary and middle school science kit programs. This support includes purchasing materials, refurbishing and distributing science kits; and communicating with teachers to provide the best possible service.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Assist schools and departments with the use of science kits; collaborate with elementary and secondary science supervisors, and Instructional Department administrators.
3. Review NC Essentials Standards and purchase new kits based on these standards.
4. Create schedules for both elementary and middle school science kit rotations.
5. Refurbish science kits for all participating schools; preparing science kits for shipment to schools and coordinating with the Shipping and Receiving Coordinator for the delivery and pick-up of science kits.
6. Assist with warehouse organization of inventory items; assist employees with questions about science kit materials.
7. Offer real time customer support for teaching staff, as well as next day delivery of any requested materials.

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8. Responsible for inventory of the science kit center; ensure shelves are stocked in accordance with current procedures.
9. Obtains and documents informal price quotes for ordering science kit replacement items; maintain accurate files for warehouse orders
10. Prepare requisitions for ordering science kit items using Tyler Munis and monitor budget codes.
11. Assist in producing new science kits based on curriculum and input from lead science teachers.
12. Assist with local pick up of materials.
13. Package science kit items purchased in bulk to reduce cost.
14. Operate material handling equipment including forklift, pallet wrapping machine and electronic pallet jacks.
15. Strive to maintain and improve professional competence. Participates in the development and support of the board school/department vision.
16. Perform other related duties as requested by the Director or Manager.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Ability to follow broad verbal and written instructions.
- Ability to perform job with speed and accuracy including data entry and inventory counts.
- Ability to lift up to 60 pounds.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.