

Warehouseman V
New Hanover County Schools

Job Description

Class: Classified
Division: Finance

TITLE: Warehouseman V

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Knowledge of methods used in maintaining warehouse operations preferred.
3. Valid North Carolina driver's license.
4. Other qualifications as the board and superintendent may deem appropriate.

REPORTS TO: Director of Purchasing

JOB GOAL: To assist with the efficient operation of the central warehouse for the New Hanover County School System.

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 system purchasing.
2. Responsible for filling all warehouse orders for schools/departments including custodial orders; process returns for all orders.
3. Serve as a driver; load and unload trucks at the warehouse and school/department sites; pick-up and deliver shipments containing textbooks, computers, equipment, surplus property and supplies for all schools and satellite administrative centers.
4. Maintain receiving log of all freight received from local companies and freight carriers; assist with preparing delivery log for school mail.
5. Assist with counting, receiving and signing for all incoming freight from all carriers.
6. Maintain purchase order file and follow up on warehouse inventory stock orders with vendors.
7. Handle all shipment discrepancies for warehouse stock orders.

8. Assist with warehouse organization of inventory items and filling orders.
9. Process and distribute all incoming department mail; assist with preparation of bulk mailings and freight carrier shipments for all schools and departments.
10. Process and key inventory receiving for warehouse orders and maintain accurate files.
11. Maintain adequate supply of shipping cartons and supplies; keep warehouse tools organized and secure.
12. Keep records of delivery mileage and coordinate preventive maintenance checkups with the Transportation Department.
13. Prepare freight carrier shipments for all school and departments; notify warehouse manager of any shipping and receiving problems.
14. Check in state textbook orders; fill textbook orders for schools.
15. Responsible for counting, receiving, and signing for incoming freight from all carriers.
16. Ensure shelves are stocked in accordance with current procedures. Assist with inventory counts as required.
17. Check warehouse for compliance with fire and safety regulations; check custodian's housekeeping in the warehouse.
18. Provide all services to purchase, prepare, refurbish and maintain SciFi kits in collaboration with science supervisors.
19. Generate schedule with vendors for delivery of live materials based on established schedule.
20. Operate material handling equipment including a forklift.
21. Perform other related duties as requested by 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 64

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 both orally and in writing with persons at all levels.
- 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.