

**ST. MARY PARISH PUBLIC SCHOOLS
ASSISTANT WAREHOUSE FOREMAN JOB DESCRIPTION**

POSITION: Assistant Warehouse Foreman

REPORTS TO: Assistant Superintendent of Curriculum

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 240 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

- QUALIFICATIONS:**
1. Must possess a high school diploma or equivalent.
 2. Must possess a valid Louisiana driver's license.
 3. Must demonstrate aptitude or competence to perform assigned responsibilities.
 4. Must be organized, personable, cooperative, and responsive to the needs of the school district.
 5. Must be able to lift and carry 75 pounds infrequently and 35 pounds frequently.
 6. Must pass physical examination, criminal background check, and drug screen.

CLASSIFICATION UNDER THE FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt

JOB GOAL: Assist in the operation that ensure full efficiency in the acquisition and distribution of educational supplies throughout the district.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the inventory and stock control program for equipment and supplies.
2. Direct the provision of equipment and supplies to facilities of the parish.
3. Unpack items received and inspect for damage and defects.
4. Assist with the shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase order; record any discrepancies or damage.
5. Store items according to established procedures.
6. Assist with filling requisitions with stock items.
7. Serve as driver for district delivery system.
8. Take physical count periodically of stock on hand and verify count with inventory control totals.
9. Assist in maintaining warehouse in orderly manner.
10. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.
11. Perform any other duties as may come within the scope of said position or may be assigned by the immediate supervisor or Superintendent.

QUALIFICATIONS: The Assistant Warehouse Foreman must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Assistant Warehouse Foreman is frequently required to stand, walk, speak, hear, and sometimes sit. The Assistant Warehouse Foreman may occasionally push or lift up to 75 lbs., such as boxes of materials. The Assistant Warehouse Foreman is frequently exposed to a work environment noise level, which is moderate to loud. The Assistant Warehouse Foreman must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Assistant Warehouse Foreman must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE _____ **DATE** _____