

SCHOOL DISTRICT OF BRADFORD COUNTY**JOB DESCRIPTION****WAREHOUSE/PROPERTY AGENT****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Four years of responsible storekeeping, minimum of one-year shipping/receiving experience.
- (3) Basic computer skills i.e., word-processing, Excel, etc.
- (4) Must obtain and maintain a valid Florida Driver's License. No more than 5 points in the last year or more than 10 points in the last three years, or convicted of DWI, DUI and DUBAL in the last 7 years.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to make math calculations with speed and accuracy. Knowledge to organize a smooth in/out flow of inventory in the warehouse, and ability to plan, coordinate and direct the work of subordinates. Skills to prepare reports, maintain inventory, stock control, and computers use. Skills in the practice/techniques of storekeeping and in the care/use of equipment and facilities.

REPORTS TO:

Property/Warehouse Inventory Clerk

JOB GOAL

To effectively serve all cost centers by processing supply requisitions, inventory equipment, and materials in a timely manner. Also to assist in other requirements deemed necessary by the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with the receipt, storage and shipment of a large variety of supplies, materials, and equipment.
- * (2) Process requisitions for all cost centers.
- * (3) Assist in the maintenance of perpetual computerized inventory.
- * (4) Perform math calculations with speed and accuracy.
- * (5) Inspect and affix property record codes on all deliveries.
- * (6) Transport and monitor deliveries to all cost centers.
- * (7) Maintain the warehouse and stock in an organized, safe, and efficient manner.

- (8) Assist in the transfer of property from one location to another and delete unusable property when necessary.
- (9) Assist in onsite inventory audits at all district sites and disposition of surplus property.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9