

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

WAREHOUSE / INVENTORY CLERK / EQUIPMENT MAINTENANCE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One (1) year in a school system preferred.
- (3) Driver's License (Class D) with an acceptable driving record.
- (4) Ability to read and write English and perform arithmetic functions.
- (5) Meet employee expectations established by the Baker County School District.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assume assigned responsibilities, work harmoniously with fellow workers, and provide friendly support service. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Basic math and computer skills necessary for conducting inventory of warehouse items. Ability to organize, maintain, and repair school district equipment.

REPORTS TO:

Director of School Safety and Auxiliary Services

JOB GOAL

To maintain and operate the school district's warehouse in compliance with appropriate procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Physical ability to load and deliver small equipment and store supplies.
- * (2) Monitor the security of the warehouse on a daily basis.
- * (3) Replenish supplies in stock.
- * (4) Maintain inventory records for all assigned areas.
- * (5) Receive incoming parts, supplies, materials, and commodities.
- * (6) Deliver supplies, parts, commodities, etc. to various school locations.
- * (7) Maintain cleanliness and orderliness of the warehouse.
- * (8) Assist in transporting property to and from school district locations.
- * (9) Implement inventory control system.
- * (10) Repair of all assigned equipment.
- * (11) Perform other tasks as assigned by immediate supervisor.

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WAREHOUSE/ INVENTORY CLERK / EQUIPMENT MAINTENANCE (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently 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. (261 days)

EVALUATION:

Performance will be evaluated annually by the Director of School Safety and Auxiliary Services in accordance with school board policies for assessment of non-instructional personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8