

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

WAREHOUSE / INVENTORY CLERK

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 students and fellow workers and provide friendly service to participants of the nutrition services program. 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 food and non-food items. Willing to participate in training as required.

REPORTS TO:

Director of Nutrition Services, Purchasing and Warehousing

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 and freezers on a daily basis.
- * (3) Replenish supplies in stock.
- * (4) Maintain inventory records for Nutrition Services and Custodial Services.
- * (5) Receive incoming parts, supplies, materials, and commodities.
- * (6) Deliver supplies, parts, commodities, etc. to various school locations.
- * (7) Record deliveries and maintain a good tracking system.
- * (8) Maintain cleanliness and orderliness of the warehouse.
- * (9) Assist in transporting property to and from school district locations.
- * (10) Perform other tasks as assigned by immediate supervisor.

97.00

WAREHOUSE INVENTORY CLERK (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 10 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 Nutrition Services Director in accordance with school board policies for assessment of non-instructional personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8