

CLASSIFIED JOB DESCRIPTION

LEAD STOREKEEPER/LEAD DRIVER

JOB SUMMARY:

Under general supervision, is responsible for the operation of the district central warehouse involving receipt, inventory, storage and issuance of supplies; performs other duties assigned.

ESSENTIAL JOB FUNCTIONS:

- Receives stock and non-stock items.
- Inspects supplies and equipment.
- Stores equipment and supplies.
- Issues requisitions for equipment and supplies.
- Conducts inventories.
- Operates forklift, electrical/manual pallet jacks.
- Directs helpers (substitute pool).
- Labels District assets greater than two hundred dollars (\$200).
- Maintains adequate inventories.
- Schedules deliveries (each quarter).
- Assumes the responsibilities of the Warehouse Supervisor in his/her absence.
- Drives a truck with a GVWR of 25,999 pounds.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience as a stock clerk or warehouseman or its equivalent.
- Ability to deal tactfully and effectively with others; to maintain inventory control; to operate machinery used in warehousing such as the forklift; ability to keep accurate records; and capable of performing manual labor tasks safely.
- Knowledge of the principles pertaining to the storage, issuance and inventory of supplies and equipment; knowledge of the supplies and equipment commonly used in the school system; knowledge of principles of supervision; and knowledge of best methods and practices of storing and warehousing supplies and equipment.
- Able to perform all positions within the central warehouse operation.
- Forklift certification required.
- Knowledge of the Pentamation Financial Management System.
- High school diploma or GED required.
- Ability to do occasional heavy lifting of a reasonable weight up to 100 pounds.

Classified Salary Schedule: Range 32
BOARD APPROVED: 6/1/04
REVISION DATES: 7/17/23
08/09/2023