

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4265 Manager of Central Stores

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JOB TITLE: MANAGER OF CENTRAL STORES

REPORTS TO: Supervisor of Purchasing

NATURE AND SCOPE OF JOB:

The Manager of Central Stores works under direction and has charge of all storage operations in the school district and supervises all concerned personnel.

QUALIFICATIONS:

The Manager of Central Stores shall:

1. Hold a Bachelor Degree from an accredited college or university.
2. Have five years of experience in the obtaining, recording, storing, safeguarding, and issuing of various types of equipment, materials and supplies.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.

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11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Manager of Central Stores shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Central Stores shall:

1. Prepare and assign work schedule for all stores personnel.
2. Supervise and perform the recording of equipment, material, and supplies that are received and disbursed from stock.
3. Supervise the storage and security of all equipment, materials and supplies.
4. Supervise and perform duties pertaining to procedures of requisitioning and distribution of equipment, materials, supplies, food, and other stores.
5. Supervise and perform inventories of the kind and quality of stores on hand.

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6. Consult with vendors concerning proposed purchase of materials.
7. Prepare various periodic reports such as dispersal and distribution reports.
8. Use computers and/or electronic equipment to fulfill job functions.
9. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
10. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift 70 lbs items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Supervisor of Purchasing or designee shall evaluate the Manager of Central Stores in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

6-16-2008

Date

Signature on file in Human Resource Services.