



## JOB INFORMATION

<b>TITLE:</b>	LOGISTICS SPECIALIST	
<b>EMPLOYEE GROUP:</b>	Classified	<b>ADDITIONAL JOB CODES:</b> 720
<b>SHIFT:</b>	As Assigned	
<b>TERM OF EMPLOYMENT:</b>	Part Time, 12 Month Position	
<b>HOLIDAYS:</b>	As Per School Calendar, outlined in Classified Compensation Plan	
<b>LOCATION(S):</b>	All locations, As Assigned	
<b>RATE OF COMPENSATION:</b>	Per the Classified Compensation Plan	
<b>FSLA:</b> Exempt ____	Non-Exempt ____	

Last Edited On: 04/26/2019

Board Approval Date: 05/20/2019

## ORGANIZATION

**DEPARTMENT:** Custodial**REPORTS TO:** Director of Custodial Services

## JOB SUMMARY

### SUMMARY

The primary focus of the Logistics Specialist is to perform a variety of general warehouse and distribution duties throughout in support the Big Spring School District daily operations as needed.

### QUALIFICATIONS

- a. Possess a high school diploma
- b. Possess the skills and capability of completing assigned work
- c. Possess training and/or knowledge of computers systems used to process material orders, conduct physical inventories, warehousing
- d. Possess training and/or knowledge of material management, inventory control, stock replenishment, and warehousing procedures and equipment necessary to maintain an organized warehouse, process, store, package, and ready shipments of goods to school buildings
- e. Be proficient with basic word processing and spreadsheets; have some experience with automated building management systems, and use of district email to communicate within the school district
- f. Possess a valid Pennsylvania State Driver's License and clean driving record
- g. Be in good physical condition for heavy lifting and capable of strength moves that are essential part of the job

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

- a. Receive, process in, and store appropriately all incoming material
- b. Process, pick and pack, and prepare order for distribution to district schools and offices
- c. Maintain a clean, neat, and safe warehouse area to protect the health and safety of staff
- d. Maintain security and accountability of all material assets under their care
- e. Notify proper individuals in the event of emergencies

### SPECIFIC DISTRIBUTION RESPONSIBILITIES

Under general supervision, performs a variety of general warehouse and distribution duties. The following description covers the most significant duties performed on a daily basis, but does not exclude other occasional work assignments not mentioned.

- a. Receive and process all material shipments to the warehouse
- b. Receive, process, and redirect transshipped deliveries
- c. Organize, store and record the location of supplies in bin locations
- d. Properly sort, store and dispose of all reusable disposable packing and dunnage. Maintain clean and unobstructed warehouse and associated office aisles from debris and packing materials
- e. Prepare material for return by commercial carriers or postal services. Coordinate with commercial transportation pickup and labeling
- f. Research and order district material that reach established minimum order points
- g. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide courier needs
- h. Independently operate a daily courier services to all district building and locations:
  1. Process, pick, package and deliver daily requisition orders to district schools and offices
  2. Distribute food to cafeterias daily as required
  3. Collect cafeteria and DAO receipts and deposit daily in the bank

### MISCELLANEOUS RESPONSIBILITIES

- a. Perform all other duties as directed by Director of Custodial Services and/or District Administration.

### PHYSICAL DEMANDS

- a. Occasional lifting up to 75 pounds
- b. Pull and push up to 170 pounds through normal range of motion up and down warehouse aisles and halls using carts and lifting equipment
- c. Regular bending, stooping, twisting, reaching, grasping, walking, sitting, climbing, riding, and driving
- d. Frequent travel to school district buildings daily
- e. Work may include outdoor all-season weather conditions.

### SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen
- b. Auditory acuity to be able to use a telephone and communicate with co-workers, students, parents, and guests
- c. Ability to speak clearly and distinctly

**TEMPERAMENT**

- a. Maintain confidentiality as required by state and federal regulations
- b. Must be able to interact well with various publics and individuals
- c. Must be able to work as a member of a team
- d. Must be cooperative, congenial, and service-oriented

**COGNITIVE ABILITY**

- a. Must be able to handle and prioritize multiple tasks
- b. Must be able to think and to work independently
- c. Must be able to make decisions regarding detail work
- d. Must be able to follow-through to completion assigned tasks with minimal supervision

**WORK ENVIRONMENT**

- a. All school properties, indoors and outdoors

**ATTENDANCE**

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

**LICENSE**

- a. Valid Driver's License

**COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change job descriptions as jobs are analyzed and modified. Custodial personnel are subject at all times to transfer or temporary assignment within the district.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodation requests.
- c. All employees are expected to be honest and trustworthy in dealing with the district and fellow employees and in the safeguarding of public property and equipment.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*