



Job Title: Science Kit Center Driver and Stocker (Clerk II)

Supervisor Science Kit Center Manager

Terms of Employment: 220 days

Job Summary:

To deliver and pick up science kits and materials in a timely and efficient manner and assist in organizing materials and restocking

Essential Duties:

1. Deliver and pick up science kit materials on a rotation basis
2. Assist with the restocking and inventory of science kits and materials between uses
3. Manage paperwork and document the delivery and pick-up of kits and materials
4. Assist with the inventory, ordering, and organization of all materials necessary for restocking science kits
5. Assist with the ordering and delivery of live materials
6. Collaborate with science kit manager on the pickup and delivery of science materials
7. Communicate with the science kit manager concerning the delivery and pick up of materials
8. Carry out other tasks and responsibilities as assigned

Other Duties:

Perform any other related duties as assigned by the district or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Experience in working with science kits preferred
2. Demonstrated proficiency in written and spoken interpersonal communication skills
3. Demonstrated proficiency in use of technology
4. Valid South Carolina Driver's License as Required for Driving a Large Truck

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this



job, the employee is regularly required to lift, stand, and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds;
- Physically capable of repetitively lifting heavy materials;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose using a telephone, data entry, and sorting of materials;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a truck and/or warehouse environment. Duties may be conducted in work-related community settings and/or schools, delivering materials.

Pay Grade: 103

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.