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**Job Title:** Workman - Inventory

**Supervisor:** Assistant Manager – Inventory Management and Foreman – Inventory Management

**Terms of Employment:** 246 Days

**Job Summary:**

The Workmen – Inventory assists in the operation of the warehouses by completing inventory work orders, which mainly consists of delivering and picking up furniture and equipment from all district buildings.

**Essential Duties:**

1. Assists in staging, loading, and delivering to schools and district buildings.
2. Moves inventory to various locations within the warehouses manually and/or by using a fork lift, pallet jack, handcart, etc.
3. Picks up surplus furniture from all district facilities as requested through work orders.
4. Delivers surplus furniture to warehouse for redistribution or to designated area for procurement to dispose.
5. Unloads trucks or other means of transport as part of the delivery to a designated area either manually or with a pallet jack.
6. Assists in taking an actual physical count of the inventory as deemed necessary.
7. Keeps warehouses clean and orderly.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

**Job Specifications:**

Performance of this position will be evaluated in accordance with provisions of the District's policy on the evaluation of Support Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High School diploma required.
2. Minimum one year of experience in inventory or warehouse management required; or an equivalent combination of education and experience.



3. Clean driving record and evidence of insurability required.
4. Valid Class E Driver's License required.
5. Forklift certificate preferred.
6. Experience in working with Schooldude Application.
7. Aptitude for the work to be performed and the ability to learn stock room and delivery procedures.
8. Ability to pull orders and prepare for delivery to District facilities as necessary.
9. Ability to communicate well all with personnel within the school system.
10. Ability to operate warehouse equipment, such as forklifts or pallet jacks, as well as delivery vehicles.
11. Knowledge of inventory and warehouse management required.
12. Ability to make minor repairs to furniture and small/light equipment, such as power tools.
13. Ability to be accountable for inventory/property management.
14. Ability to use small office equipment, including copy machines or multi-line telephone systems and use computers for data entry.
15. Other qualifications as may be specified by the employer and approved in advance of employment.

**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 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 100 pounds;
- 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 of using a telephone and data entry;



- 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 made to enable individuals with disabilities to perform the essential functions

**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.*

*Revised 1-7-2026*