

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

WAREHOUSE / INVENTORY CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One (1) year in a school system preferred.
- (3) Driver's License (Class D) with an acceptable driving record.
- (4) Ability to read and write English and perform arithmetic functions.
- (5) Meet employee expectations established by the Baker County School District.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers and provide friendly service to participants of the nutrition services program. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Basic math and computer skills necessary for conducting inventory of food and non-food items. Willing to participate in training as required.

REPORTS TO:

Director of Nutrition Services, Purchasing and Warehousing

JOB GOAL
To maintain and operate the school district's warehouse in compliance with appropriate procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Physical ability to load and deliver small equipment and store supplies.
- * (2) Monitor the security of the warehouse and freezers on a daily basis.
- * (3) Replenish supplies in stock.
- * (4) Maintain inventory records for Nutrition Services and Custodial Services.
- * (5) Receive incoming parts, supplies, materials, and commodities.
- * (6) Deliver supplies, parts, commodities, etc. to various school locations.
- * (7) Record deliveries and maintain a good tracking system.
- * (8) Maintain cleanliness and orderliness of the warehouse.
- * (9) Assist in transporting property to and from school district locations.
- * (10) Perform other tasks as assigned by immediate supervisor.

97.00

WAREHOUSE INVENTORY CLERK (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance will be evaluated annually by the Nutrition Services Director in accordance with school board policies for assessment of non-instructional personnel.

*Essential Performance Responsibilities