

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

WAREHOUSE WORKER

1. SERVICE DELIVERY

- _____ 1. Receive and properly secure all purchased items.
- _____ 2. Maintain records of all materials received or disbursed on a daily basis.
- _____ 3. Deliver all materials and equipment as authorized by the Warehouse Foreman.
- _____ 4. Load and unload trucks as required.
- _____ 5. Assist with inventory as needed.
- _____ 6. Assist with cleaning of facility.
- _____ 7. Receive reports from schools and return to Director of School Food Service.
- _____ 8. Check refrigeration temperatures and log as required.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 9. Maintain confidentiality regarding all matters related to assignment.
- _____ 10. Participate in inservice and training programs as required.
- _____ 11. Maintain work area in a safe and secure manner.
- _____ 12. Maintain attendance and proper dress rules as required.
- _____ 13. Provide for positive communication among staff.

3. SYSTEM SUPPORT

- _____ 14. Ensure that School Board policies and government regulations are consistently applied to this position.
- _____ 15. Assist the Warehouse Foreman whenever needed to accomplish the goals of the position.
- _____ 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 17. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 22. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 23. The accurate and timely filing of all school reports.
- _____ 24. The completion of required professional development services.
- _____ 25. _____
- _____ 26. _____

WAREHOUSE WORKER (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____(Date)
_____(Date)
_____(Date)

_____(Date)
_____(Date)
_____(Date)

_____(Signature of Evaluator / Date)