

Summer Internship Job Description

Position: Warehouse person

Intern Location: Central Office

Organization: MCPSS

Compensation: To be determined

Department: Distribution

Number of Openings: 2

Duration: June 1st to July 31st

Time Requirements: Monday to Friday 7-3:30pm

(Monday to Thursday 6-4:30pm part of the summer)

Required Academy: Any

GPA Desired: 2.5

Start Date: June 1st

Job Description:

The duties include but are not limited to:

- Responsible for putting together student furniture
- Deliver, pick up and move furniture, supplies, textbooks, and equipment throughout the Mobile County School System.
- Handle phone or paperwork involved in the delivery of furniture, supplies, textbooks, and equipment to schools.
- Assist in unloading 18-wheel trucks and other delivery trucks carrying pallets and cases of materials with each case weighing up to 100 pounds.
- Help with all Gov Deals Auction items photographs, records asset numbers, posts on website, and dispenses of items when they have been awarded.
- Responsible for all furniture sent to the Warehouse and for distributing to the designated area.
- Assists in moving, relocating, and clearing out buildings slated for construction and/or relocations.
- Receive all deliveries from various carriers i.e. UPS and FedEx etc.
- Assists in annual inventory and handle computer related work.
- Perform a daily safety check in accordance with state and local regulations at the beginning of daily run.
- Keep truck clean and sanitary at all times and carry out all rules designed.
- Maintain good relations with all school personnel.
- Assist with Textbooks and Warehouse tasks as needed.
- Occasional overtime may be required.
- Other duties assigned by the Supervisor of Textbooks or Warehouse Supervisor.

Qualifications:

- Must be a high school graduate from a regionally accredited school or have GED equivalent.
- Must have a valid Alabama driver's license.
- Must be able to lift, move and/or otherwise handle boxes weighing as much as 50-100 pounds on a continuous basis.
- Must be able to read and write legibly, complete simple math computations, and follow verbal directions.