

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

WAREHOUSE WORKER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year of verifiable experience as a stock clerk or related experience.
- (3) Commercial Driver's License required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to operate a forklift. Ability to assume assigned responsibilities and work harmoniously with others. Ability to follow directions. Ability to work effectively and efficiently at a rapid pace on occasion. Possess basic mathematical skills. Ability to organize and prioritize.

REPORTS TO:

Warehouse Foreman

<p>JOB GOAL</p> <p>To serve as a shipping / receiving clerk and ensure that the warehousing and distribution services are carried out in a safe and efficient manner.</p>
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SUPERVISES:

N/A

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 of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

WAREHOUSE WORKER (Continued)
PERFORMANCE RESPONSIBILITIES:

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.

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.

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.

*Essential Performance Responsibilities