

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

WAREHOUSEMAN / INVENTORY CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Six years work experience in related field or
- (3) Completion of an approved apprenticeship program in warehouse procedures and inventory control.
- (4) Computer knowledge.
- (5) Valid Florida driver's license and forklift license.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of computers. Knowledge of and skill to efficiently organize, label, inventory and track items assigned to warehouse. Positive interpersonal skills. Ability to comprise cost sheets and obtain price estimate on materials.

REPORTS TO:

Director of Plant Services

JOB GOAL

To assist Director of Plant Services, Maintenance Foreman, and Purchasing Agent in their quest to provide valid pricing, efficient warehouse procedures, and monitor supplies to insure the highest quality products and service for the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a complete inventory of parts and supplies.
- * (2) Obtain quotes for all supplies, materials, and parts. Insure lowest possible price.
- * (3) Apply, track, and record B.P.I. number to all inventoried equipment for the district.
- * (4) Check and monitor all incoming materials for accuracy of invoices and purchase orders.
- * (5) Make deliveries as required to maintenance personnel and schools.
- * (6) Generate daily log of parts, supplies removed and added to inventory. Make report to Director of Plant Services to inform of low quantities.
- (7) Attend inservice training as assigned.
- (8) Assist other personnel when needed.
- * (9) Work closely with Maintenance Foreman and Purchasing Agent.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

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

*Essential Performance Responsibilities

Job Description Supplement Code 8