

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

CLERK -- INVENTORY

JOB DESCRIPTION

JOB CODE:	776281	BARGAINING UNIT ELIGIBILITY:	Yes
FLSA:	Non-Exempt	PAY GRADE:	23
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful experience in stores keeping or as a shipping clerk.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of a variety of commodities, materials and supplies and of storeroom methods and procedures including inventory, record keeping, purchases and requisitions. Ability to determine quality of goods against prescribed specifications. Ability to make arithmetic computations accurately, to keep stock records and to prepare simple reports. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with administrators, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To monitor the quantity and quality of material received for accuracy.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Stock shelves and identify material.
- *(2) Receive and issue stock as requested by trades.
- *(3) Perform other clerical work as required in stores keeping.
- *(4) Keep stores records involving a large and varied stock of items.
- *(5) Oversee requisitions and verify posting accuracy.
- *(6) Consult with supervisors as to changes in inventory levels.
- *(7) Inspect goods received and make accurate count of all items. Bring discrepancies or damages to supervisor's attention.
- *(8) Assure proper handling of materials.
- *(9) May be required to work in other areas of maintenance.
- *(10) Maintain daily vehicle logs.
- *(11) Adhere to applicable safety standards.
- *(12) Attend all staff meetings and workshops.
- *(13) Assist with maintaining a clean and orderly environment.

CLERK -- INVENTORY (Continued)

- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain updated and accurate records.
- * (28) Represent the District in a positive and professional manner.
- * (29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- * (31) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 12

Adopted 8/2/11