ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
OPERATOR -- WAREHOUSE
JOB DESCRIPTION

JOB CODE:	776271, 776273	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Non-Exempt	**PAY GRADE:**	24
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:
 (1) High School Diploma or GED.
 (2) Minimum of two (2) years successful experience in warehouse operation and/or storekeeping.
 (3) Valid Florida Class A Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS AND ABILITIES:
 Ability to read and understand computer printouts. Ability to operate a forklift. Knowledge of general office and record keeping procedures. Ability to maintain a neat and accurate inventory of supplies. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:
 Manager – Physical Distribution

JOB GOAL
To provide prompt and efficient delivery of commodities, materials, supplies, and equipment to schools and departments.

SUPERVISES:
 N/A

PERFORMANCE RESPONSIBILITIES:
 *(1) Unload delivery trucks.
 *(2) Fill and deliver requisition orders.
 *(3) Keep warehouse inventory supplies restocked and on shelves.
 *(4) Assist with the maintenance and cleanliness of the warehouse.
 *(5) Assist with the physical inventory of the warehouse as required.
 *(6) Perform routine clerical work in receiving, storing, inventorying, and distributing warehouse items.
 *(7) Operate forklift and standard vehicles assigned to warehouse in a safe and efficient manner.
 *(8) Perform light maintenance for equipment and vehicles as required.
 *(9) Maintain daily vehicle logs.
 *(10) Serve on school/district committees as required or appropriate.
 *(11) Adhere to applicable safety standards.

OPERATOR -- WAREHOUSE (Continued)

*(12) Attend all staff meetings and workshops.
*(13) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(14) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(15) Demonstrate initiative in the performance of assigned responsibilities.
*(16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(17) Demonstrate support for the school district and its goals and priorities.
*(18) Exhibit interpersonal skills to work as an effective team member.
*(19) Follow attendance, punctuality and proper dress rules.
*(20) Maintain confidentiality regarding school/workplace matters.
*(21) Maintain expertise in assigned area.
*(22) Manage time efficiently.
*(23) Model and maintain high ethical standards.
*(24) Participate in cross-training activities as required.
*(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(26) Prepare all required reports and maintain updated and accurate records.
*(27) Represent the District in a positive and professional manner.
*(28) Respond to inquiries and concerns in a timely manner.
 (29) Perform other duties as assigned.
*(30) 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. 02

Adopted 8/2/11