

**School District of Santa Rosa County
Job Description**

Warehouseman

Reports to: Assistant Superintendent, Administrative Services	FLSA Status: Non-Exempt
Department: Purchasing	Prepared by: Human Resources
Date: July 10, 2014	Job Code: 11010
Position #: 62305	Range: 9

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Receives, unpacks and stores equipment, goods and supplies in proper storage areas and maintains records of inventory;
- Checks incoming materials against invoices or purchase orders in filling requisitions;
- Issues supplies on approved requisitions for a variety of purposes;
- Maintains varied stock records, such as bin and perpetual inventory cards;
- Assembles, packs and transports or arranges transporting stored goods and materials;
- Cleans warehouse area and keeps stock in order;
- Operates truck and forklift to deliver supplies and loads and unloads truck;
- Operates computer to input requisition data;
- Performs other duties as required or assigned.

Supervision Received:

Director of Purchasing and Contract Administration
Purchasing Manager

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Two years experience in warehouse operations, including the operation of light trucks.
- Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

Preferred:

Operation of a small truck and fork lift. Computer literate.

Physical Demands:

Must be able to lift over 45 pounds, operate a truck and forklift. Warehouse conditions; exposure to some extreme temperatures; exposure to dust and warehouse noise; safety shoes required for work. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.