



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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<b>POSITION TITLE:</b>	Warehouseman
<b>F.L.S.A.</b>	Non Exempt
<b>QUALIFICATIONS:</b>	High School diploma or G.E.D. required; 5 years warehouse experience preferred. Be knowledgeable in all facets of warehouse operations including organizing inventory, control and maintenance. Must be able to read and follow a series of directions or instructions. Must be able to lift, turn, twist, and bend on a frequent basis. Must be able to carry a minimum of 60 lbs. repeatedly & move with a 2-wheeler. Must be able to push and pull a minimum of 60 lbs. on a frequent basis. Must possess basic computer skills.
<b>REPORTS TO:</b>	Maintenance Supervisor
<b>TERMS OF EMPLOYMENT:</b>	Twelve month employment (261 days). Salary and work year to be established by the Board of Education. Benefits according to the Classified Agreement.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ol style="list-style-type: none"><li>1. Receive deliveries of supplies and equipment for entire district.</li><li>2. Pull orders of supplies for distribution to all schools per order form.</li><li>3. Maintain all inventory control records and complete a physical inventory as scheduled.</li><li>4. Obtain price quotes on recommended supplies and equipment to be purchased for maintenance and custodial personnel.</li><li>5. Assist Custodial Supervisor, Maintenance Supervisor, Grounds Supervisor and Director of Operations in determining district supply needs.</li><li>6. Assure the warehouse is maintained in a clean and orderly fashion at all times. The warehouse must be swept and cleaned daily.</li><li>7. Is responsible for operation and maintenance of the warehouse material handling equipment.</li><li>8. Secure warehouse when leaving each day.</li><li>9. Assist in filling orders and staging loads for the next delivery.</li></ol>

*Warehouseman (continued)*

10. Communicate effectively with others.
11. Provide excellent service to staff, co-workers, patrons, and students.
12. Provide assistance as needed to others and demonstrate a team-oriented, cooperative work attitude.

**OTHER JOB FUNCTIONS:**

1. Work overtime as directed.
2. Attend meetings as directed.
3. Perform other duties as may be assigned.