



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Warehouseman
F.L.S.A.	Non Exempt
QUALIFICATIONS:	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.
REPORTS TO:	Maintenance Supervisor
TERMS OF EMPLOYMENT:	Twelve month employment (261 days). Salary and work year to be established by the Board of Education. Benefits according to the Classified Agreement.
ESSENTIAL JOB FUNCTIONS:	<ol style="list-style-type: none">1. Receive deliveries of supplies and equipment for entire district.2. Pull orders of supplies for distribution to all schools per order form.3. Maintain all inventory control records and complete a physical inventory as scheduled.4. Obtain price quotes on recommended supplies and equipment to be purchased for maintenance and custodial personnel.5. Assist Custodial Supervisor, Maintenance Supervisor, Grounds Supervisor and Director of Operations in determining district supply needs.6. Assure the warehouse is maintained in a clean and orderly fashion at all times. The warehouse must be swept and cleaned daily.7. Is responsible for operation and maintenance of the warehouse material handling equipment.8. Secure warehouse when leaving each day.9. Assist in filling orders and staging loads for the next delivery.

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.