

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Warehouse Associate  | <b>JOB CODE:</b> 468C                              |
| <b>DIVISION:</b> Operational Support  | <b>SALARY SCHEDULE:</b> Classified Hourly Schedule |
| <b>DEPARTMENT:</b> Business Services  | <b>WORKDAYS:</b> Annual Operational Employees      |
| <b>REPORTS TO:</b> Foreman, Warehouse   | <b>PAY GRADE:</b> Rank J (NW10)                    |
| <b>FLSA:</b> Non-Exempt   | <b>PAY FREQUENCY:</b> Bi-Weekly                    |
| <b>PRIMARY FUNCTION:</b> Receives, handles, stores and distributes materials throughout the school district; loads and unloads trucks and containers; handles associated documentation accurately and efficiently |  |

**REQUIREMENTS:**

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| 1. | Educational Level: High School diploma or GED required  |
| 2. | Certification/License Required: Valid GA standard vehicle driver's license (Class C) for initial hire. Must obtain Commercial Driver's License (CDL) within 120 days of hire. CCSD will provide CDL classes and training at no cost to employees. |
| 3. | Experience: 3 or more years in a warehouse/distribution environment   |
| 4. | Physical Activities: Must be able to lift/move 80 lbs.; other routine physical activities that are required to fulfill job responsibilities including but not limited to operating hand trucks, dollies, and other material handling equipment    |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; demonstrated skills in delivery truck and forklift operation  |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

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| 1.  | Demonstrates prompt and regular attendance.   |
| 2.  | Maintains all paperwork/data entry pertaining to various transfers of products and materials throughout the school district to ensure accuracy and integrity.   |
| 3.  | Operates assigned vehicle in a safe and defensive manner, responsible for adhering to industry standards and Transportation Department preventive maintenance schedules.  |
| 4.  | Picks up, delivers, and transfers inter-system mail, furniture and equipment, surplus items, textbooks, and testing material throughout the school district following approved procedures to maintain the security and integrity of all property. |
| 5.  | Performs in-house warehouse functions following approved procedures to ensure security and integrity are maintained for shipping, receiving and storage of property.  |
| 6.  | Utilizes inventory control and management systems software and equipment for data entry and retrieval to track inventory received and delivered as needed.  |
| 7.  | Assists with the preparation and sale of District surplus property.   |
| 8.  | Operates forklift and other warehouse material handling equipment in a safe manner in the moving of product for shipping, receiving and storage.  |
| 9.  | Maintains a clean, safe, hazard free and environmentally sanitary warehouse.  |
| 10. | Demonstrates ability to read and follow diagrams, floor plans, drawing, schematics, and other instructional materials related to assembly, disassembly, handling and storage of products and materials.   |
| 11. | Performs other duties as assigned by appropriate administrator.   |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_