



EMPLOYEE NAME: _____

Revised: 11/06; 6/08; 10/12; 9/17; 6/18; 12/18;1/23

JOB DESCRIPTION

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

REQUIREMENTS:

1.	Educational Level: High School diploma or GED required
2.	Certification/License Required: Valid Georgia Commercial Driver’s License with S, P, and air brake endorsement. Valid Class A, B, or C Driver’s Licenses needed to apply for position; No CDL required to apply for position; required to have held a valid driver’s license for a minimum of three years prior to application date; must be able to obtain PERMIT for Commercial Driver’s License prior to beginning employment; Ability to obtain OSHA forklift certification.
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:

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.
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Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____