



JOB TITLE	DEPARTMENT	REPORTS TO
Warehouseman	Custodial Services	Area Manager/Coordinator of Custodial Services

Position No: 81043	Length of Work Year: 12 Months
Salary Schedule: CWK	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 4/18/17

JOB GOAL
To efficiently maintain and operate the Maintenance Warehouse in such a manner as to meet the needs of all school sites and district departments.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent 2. Valid Florida driver's license required 3. Experience in purchasing 4. Ability to demonstrate computer skills 5. Demonstrates aptitude and competency for assigned responsibilities 6. Operation of material handling equipment required 7. Physically fit for the demands of the job as determined by a Board approved physician. 8. Ability to follow both verbal and written instructions and apply them in a productive manner. 9. Ability to perform the functions of the position
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on a school site or dealing with the public. 2. To unload, document and inspect all freight arriving at the maintenance warehouse. 3. To store and place items into inventory according to established procedures. 4. To assist in processing and delivery of requisitioned items. Responsible for authorized signature and documentation of deliveries. 5. To assist with a variety of routine purchasing transactions. 6. To assist in taking inventory. 7. To properly use and maintain District vehicles and equipment. 8. To observe all safe work practices when using tools, equipment and chemicals. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform such other duties as may be assigned by the supervisor or designee.
PHYSICAL DEMAND CLASS:
Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds. Infrequent lifting and carrying of objects weighing in excess of 100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional 'walking at a fast pace and/or running may be required.