



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

<b>Position No:</b> 77627	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> CWG	<b>Date Approved:</b> 6/10/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/26/97; 4/18/17; 5/30/18

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

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent</li> <li>2. Valid Florida CDL-B/Airbrake license.</li> <li>3. Verified good driving record.</li> <li>4. Some business training and/or experience desired.</li> <li>5. Ability to follow written and oral instructions.</li> <li>6. Ability to perform the functions of the position.</li> <li>7. Is physically capable of performing duties as determined by physical examination by Board approved physician.</li> <li>8. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To take responsibility for receiving, documentation and inventory categories as assigned by department manager.</li> <li>2. To monitor all items in assigned inventory for correct bid and purchase order description, numerical sequence, unit cost, bin location and placement of merchandise. Inventory categories as assigned:               <ol style="list-style-type: none"> <li>A. Category 1 Food</li> <li>B. Category 2 Classroom</li> <li>C. New Equipment Receiving, Documentation and Shipping</li> <li>D. Surplus Equipment Relocation and Disposal</li> </ol> </li> <li>3. To assist in all general procedures pertaining to receiving freight in the Stores and Distribution Operation.</li> <li>4. To assist in shipment procedures of all merchandise processed in the operation of the department.</li> <li>5. To assist periodically and annually in the physical and perpetual inventory as directed by department manager.</li> <li>6. To assists in maintaining the department in an orderly and clean manner.</li> <li>7. To perform assigned tasks in a timely and efficient manner.</li> <li>8. To perform assigned tasks with a high standard of quality.</li> <li>9. To perform other duties as assigned by the supervisor or designee.</li> </ol>

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.

For the Position of: **WAREHOUSEMAN II**  
**PDC Test Level: HEAVY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

**Job Specific Task I**

**Task Simulated:** Lifting/Handling Sandbags, Larger Stock

**Equipment Used:** NIOSH box weighted to 52 lbs., shelf at 48-inch height

**Description of Task Simulation 1:**

Candidate will demonstrate the ability to lift the 52 lb. box from the floor to carry it for 10-feet to place it on the 48-inch height shelf to return it to the starting point. This is to be done for two (2) repetitions.

**Job Specific Task II**

**Task simulated:** Lifting/Carrying/Sorting Items

**Equipment Used:** 3 boxes, weighted to 10, 20, and 35 lbs., shelves at 6, 36, and 48-inch heights

**Description of Task Simulation 2:**

Candidate will demonstrate the ability to lift each box from the 6-inch shelf, carry it for 10-feet to then place it on the 36-inch shelf, then the 48-inch shelf to then return it to the start point. This is to be done for three (3) repetitions for each of the 3 weighted boxes.

**\*\*NOTE: Candidate may use stepstool or ladder if needed for shelf access**

**Job Specific Task III**

**Task Simulated:** Push/Pull of loaded pallets

**Equipment Used:** Sled weighted for 60 lbs. /force or Force gauge

**Description of Task Simulation 3:**

Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 25-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 60 lbs. for pushing and pulling for 1 repetition for each direction.

**Job Specific Task IV**

**Task Simulated:** Climbing

**Equipment Used:** Stepladder

**Description of Task Simulation 4:**

Using available handholds, the candidate will demonstrate ability to climb up/down from the floor directly to the 2<sup>nd</sup> rung, avoiding the first. This will be done for three (3) repetitions.