



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Warehouseman II | Accountability & Assessment | Executive Director of Accountability & Assessment |

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| Position No: 77198 | Length of Work Year: 12 Months |
| Salary Schedule: VRB | Date Approved: 8/26/97 |
| FSLA: Non-exempt | Date Revised: |

| JOB GOAL |
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| To supply schools with needed materials from the warehouse stock in a timely fashion, maintain a current inventory, and perform clerical duties associated with the distribution and collection of test materials. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High school diploma or equivalent 2. Valid Florida CDL-B/Airbrake license 3. Verified good driving record 4. Ability to follow written and oral instructions. 5. Ability to perform the functions of the position. 6. Is physically capable of performing duties as determined by physical examination by Board approved physician. |

| DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. To assist in unloading, documentation and inspection of freight arriving into Accountability & Assessment Department. 2. To assist in storing and placement of items into inventory according to established procedures. 3. To assist in processing and delivery of requisitioned items to schools or departments. Responsible for authorized signature and documentation of deliveries of school or department. 4. To assist in new equipment receiving and delivery. 5. To assist with surplus equipment/materials and storage and disposal. 6. To work with schools in accounting for missing materials and prepare a written report. 7. To maintain a computerized database for tracking the test materials inventory. 8. To assist in preparing orders for test materials with the DOE and vendors 9. To assist in maintaining the department in an orderly and clean manner. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To assist or perform other duties as assigned by supervisor. |

| PHYSICAL DEMAND CLASS: |
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| 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. |