



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

<b>Position No:</b> 77653	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> CWQ	<b>Date Approved:</b> 6/10/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/26/97; 4/18/17

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> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To take responsibility for the distribution of all equipment, food, and general fund supplies to all facilities within the district as directed by the Department Manager.</li> <li>2. To assist in the planning and directing of surplus equipment relocation and disposal.</li> <li>3. To assist in the training of new department personnel in work and safety procedures.</li> <li>4. To assist in the evaluation of department personnel.</li> <li>5. To direct and assist in the unloading and verification of all shipments received by the School Board.</li> <li>6. To direct and assist in the orderly processing of all stockroom requisitions.</li> <li>7. To assist and direct random counts of stock for inventory control system accuracy.</li> <li>8. To be responsible for monitoring minimum reorder points of all inventory stock levels. Report to department manager to assist in stock level maintenance.</li> <li>9. To be responsible to assist in total security of department facilities and equipment. Shall include access to the coded security system and facility keys.</li> <li>10. To be responsible to direct, assist, and monitor operational equipment for quality maintenance and repair.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. 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.