

Magnolia School District

WAREHOUSE, FIXED ASSETS AND TEXTBOOK COORDINATOR

DEFINITION

Under the daily supervision of Maintenance, Operations, Transportations and Facilities Management (MOTF), is responsible for the day to day operation of the District Warehouse, district wide Fixed Assets program, "STORES"; supervises and performs duties in the receipt, storage, and distribution of textbooks, instructional materials, custodial/maintenance supplies, equipment and food.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Receives and inspects, textbooks, instructional materials, supplies, equipment and food deliveries, for conformity to specification; manages district wide Fixed Assets program, notes shortages, damage, or other irregularities;
- Stocks materials and supplies managed through STORES system;
- Issues textbooks, instructional materials, supplies, equipment and food orders in accordance with approved requisitions and school/kitchen requests;
- Keeps textbooks, instructional materials, supplies, equipment and food in a neat and orderly condition;
- Keeps accurate records;
- Prepares requisitions for restocking supplies;
- Loads and delivers textbooks, instructional materials supplies, equipment and food orders to schools and kitchens;
- Inventories, labels, inscribes and decals textbooks, instructional materials, technology devices and equipment; keeps warehouse and food storage areas clean;
- Conducts inventories;
- Under direction, orders supplies, textbooks and instructional materials;
- Organizes for surplus sale; prepares reports as required; preforms the district mail run;
- Performs basic work orders to repair custodial/school equipment; does other related work as required.

LICENSE REQUIRED

- Possession of a valid California Motor Vehicle Operator's license;
- Forklift operator license

MINIMUM QUALIFICATIONS

Knowledge of:

- Current warehousing procedure including receiving and inspecting materials;
- Current practices relating to the storage and issuance of warehouse and food service items, textbooks, instructional materials, supplies, equipment and food.
- Equipment and supplies used in a school system;
- Operate technological tools effectively; (PDA & Computers)
- Vacuum repair

Ability to:

- Operate a fork lift;
- Establish and maintain effective storekeeping procedures;

- Maintain records and utilize applicable electronic supply order systems, fixed asset management systems;
- Supervise the work of other;
- Perform heavy physical labor;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative and effective working relations with others;
- Maintain high standards of workmanship;
- Follow safe working practices;
- Follow safe driving practices.

Experience:

- Two years' experience in warehousing work is preferred.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

- The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 41
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EQUAL OPPORTUNITY EMPLOYER
