



Columbia County School District Job Description

Position Title: Warehouse Associate		
Department: Warehouse	Evaluation Instrument: Performance will be evaluated annually by the Warehouse Manager in accordance with Policy GBI - Evaluation of Personnel.	
Pay Grade: General Services Pay Scale, Grade F	Pay Type: Non-Exempt	Retirement: Public School
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Warehouse Manager		

MINIMUM QUALIFICATIONS

QUALIFICATIONS: Possession of a valid Driver's license, Class B Drivers License preferred. Must be able to lift minimum of 50 lbs on a regular basis, occasionally up to 100 lbs. Must have safe driving record and be dependable. This position has continuous physical demands including but not limited to lifting, carrying, bending, stooping, climbing and walking. Working conditions include working in a warehouse, school, department or outside in all weather conditions including but not limited to rain, sun, cold or extreme hot weather.

Education: High School graduate or equivalent

Essential Knowledge/Skills: General knowledge of storage and deliveries and warehousing principles, practices and procedures; ability to make mathematical computations, and ability to understand and follow oral and written directions and good interpersonal skills; Must be able to work independently to deliver mail to over 31 locations.

Experience: Three years of warehousing experience including inventory and supply background. Mail and package delivery experience is helpful.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Accurate delivery of textbooks, furniture, supplies, nutrition items, mail other materials to the schools and departments
- Assist in the receiving and delivery of the purchase orders for textbooks, furniture orders, copy paper orders, and other items that are shipped to the Central Warehouse.
- Assist with the pickup of approved surplus items, textbooks for recycling, RESA orders, and other school-to-school transfers/work order request.
- Assist with the inventory of textbook materials and delivery of pick-ups from School-to-School.
- Assist with working with vendors (with surplus pick-ups and disposal of).
- Maintains an organized and clean warehouse.
- Operates forklift, electric pallet truck, etc., to move supplies to or from their storage area and to load/unload deliveries to assigned locations.
- Ensures the proper care, maintenance, and service of delivery vehicles.
- Secures all materials being transported or stored against loss, theft, and damage.
- Conducts physical inventories of stock.
- Perform delivery duties as System Mail Courier.
- Rotates in running the mail route with other Warehouse Associates.

- Delivers and picks up mail (and approved small packages) from School sites to other School sites, assorting the mail as he/she delivers.
- Performs related duties assigned by the Warehouse Manager.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2015