

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CLERK, STORES WAREHOUSE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience as a shipping/receiving clerk or general office clerk.
- (3) Must be physically able to lift packages up to fifty (50) pounds.
- (4) Knowledge of general office procedures
- (5) Working knowledge in the use of calculators and computers.
- (6) Possess a valid Florida Commercial Drivers License (CDL class B).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to verify the accuracy of merchandise received, maintaining an up-to-date warehouse catalog, processing and entering data, generating reports and maintaining inventory files that affect the storing and distribution of school supplies and materials..

REPORTS TO:

Director, Purchasing

JOB GOAL

To assist the Director of Purchasing in the storing and distribution of school supplies and materials.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *1) Verify merchandise received against the purchase order and shipper's manifest or packing list, indicate shortages, damages, mis-ships and no-ships on the receiving documents and give the marked receiving documents to the Operations Secretary.
- *2) Check warehouse requisitions for accuracy by using the computer data files, the current warehouse catalog or other receiving and billing documentation. Make necessary corrections and changes to the requisitions and notify the schools or other departments prior to delivery.
- *3) Maintain files, by cost center, of all items delivered by the distribution center, both warehouse stock and items procured through purchase order.
Maintain an up-to-date warehouse catalog, enters all changes as approve and provided by the Director of Purchasing./
- *4) Enter all information for new items being brought into the warehouse or changes to existing items, such as pack size, quantity, etc. Run the inventory reports for low stock, item usage, history, etc.
- *5) Maintains warehouse files for warehouse requisitions, purchase orders, vendor invoices, property transfer and disposition records.
- *6) Maintain a perpetual inventory on all food items stored in the warehouse coolers and freezers, both purchase and commodity items.
- *7) Perform other duties as assigned by the Director of Purchasing.

PHYSICAL REQUIREMENTS:

Exerting up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move packages

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: Classified Personnel Salary Schedule