

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DELIVERY CLERK / WAREHOUSE

**SALARY SCHEDULE: SSP-8**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years successful warehousing and delivery experience.
- (3) Possess a valid state of Florida CDL, Class B.
- (4) Minimum of one (1) year experience operating a forklift and a pallet jack on a daily basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate a forklift and pallet jack. Knowledge of general office and record keeping procedures. Ability to read and understand computer printouts. Possess interpersonal skills and abilities. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to work independently.

**REPORTS TO:**

Warehouse Specialist

#### JOB GOAL

To provide for the receipt, storage and distribution of instructional, office, surplus, and media for the District in an effective and efficient manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Unload, inspect and verify incoming deliveries.
- \* (2) Organize the warehouse to fully utilize available space.
- \* (3) Store supplies in order to provide for first-in, first-out usage.
- \* (4) Assist in pulling orders and load delivery vehicles.
- \* (5) Deliver orders to appropriate areas in schools and departments.
- \* (6) Maintain daily delivery logs.
- \* (7) Pick up and deliver records to appropriate areas in schools, departments, and within warehouse.
- \* (8) Receive, verify, and store all records received from schools/departments.
- \* (9) Maintain transmittal reports until records stored.
- \* (10) Operate the document shredder and record boxes as required.
- \* (11) Assist with the weekly cleaning of the warehouses, to include Fixed Assets, Record Retention, and Purchasing.
- \* (12) Assist with the opening and closing of the warehouses as required.
- \* (13) Assist with the transport and organization of surplus property.
- \* (14) Assist with the annual inventory of the warehouse.
- \* (15) Wash and maintain equipment on a weekly basis.
- \* (16) Prepare all required reports and maintain all appropriate records.
- \* (17) Assist with duties of the department as requested.
- \* (18) Exhibit support for the District's vision, mission, goals and priorities.

**DELIVERY CLERK / WAREHOUSE (Continued)**

- \*(19) Demonstrate initiative in the performance of assigned responsibilities.
- \*(20) Provide for a safe and secure workplace.
- \*(21) Model and maintain high ethical standards.
- \*(22) Follow attendance, punctuality and proper dress rules.
- \*(23) Maintain confidentiality regarding school matters.
- \*(24) Maintain positive relationships with staff and vendors.
- \*(25) Participate in workshops and training sessions as required.
- \*(26) Communicate effectively with staff and vendors.
- \*(27) Keep supervisor informed of potential problems or unusual events.
- \*(28) Respond to inquiries and concerns in a timely manner.
- \*(29) Follow all School Board policies, rules and regulations.
- \*(30) Exhibit interpersonal skills to work as an effective team member.
- \*(31) Sustained focus and attention to detail for extended periods of time.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**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.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities