

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

CLERK, Delivery and Receiving

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year experience working in a warehouse facility with involvement in inventory control and warehouse organization.
- Experience operating forklift equipment.
- Experience driving a delivery vehicle.
- Possess a valid Florida Chauffeur's license.
- Knowledge of technology as related to specific job functions.

REPORTS TO Coordinator Of Purchasing And Warehousing

SUPERVISES No supervisory duties

POSITION GOAL

To receive items ordered; to maintain stock of the Division, and to handle such materials so as to provide for orderly receipt, delivery, and inventory control, while maintaining a warehouse facility and providing delivery service to cost centers.

PERFORMANCE RESPONSIBILITIES

1. * Unload vehicles delivering items to the warehouse and be responsible for verifying accuracy of the deliveries.
2. * Sort deliveries and check orders against invoices. Report shortages, overages, and/or damaged materials received.
3. * Select and fill orders requested by cost centers.
4. * Load warehouse delivery truck(s) and make deliveries to cost centers, checking off items as delivered.
5. * Assist with maintaining inventory of materials in the warehouse.
6. * Maintain security measures to ensure against loss of items from the warehouse.
7. * Assist with the periodic delivery and pick-up of equipment as directed by the Coordinator of Purchasing and Warehousing.
8. * Act as a reserve driver for the District Courier Service (Applicable to District Media Services position only).
9. Perform other duties as assigned by the Coordinator of Purchasing and Warehousing.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
K-02 \$28,604 - \$50,793
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **51**

Function **Vary**
Survey Code **77628**
Job Code **1631**

ADA CODES

2 **Heavy Work**
3 **A-C/F-I/K Q/S-V**
4 **B/D-F/H-I/L**

BOARD APPROVED

May 11, 1993