

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### STORE ASSISTANT, The Foundation for Seminole County Public Schools

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of experience in retail, education, or nonprofit required.
- Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of warehouse storage and inventory principles.
- Effective oral communication skills.
- Ability to provide outstanding customer service and work with donors and volunteers.
- Ability to work a flexible schedule when needed, which includes some Saturdays.
- Able to physically perform the responsibilities below.

#### SUPERVISION

**REPORTS TO** Store Supervisor, The Foundation for Seminole County Public Schools  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To support the Tools 4 Seminole Schools program at The Foundation for Seminole County Public Schools, and to assist with operations including to pick up product, sort, stock, as well as provide customer service.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Manage school supply pickups from local businesses including loading and unloading.
2. \*Assist with product sorting, restocking, merchandising, and distribution.
3. \*Research product pricing and produce scan cards for shopping.
4. \*Check-in and check-out teachers, restock, and answer questions during shopping days.
5. \*Oversee individual or group volunteers as needed.
6. \*Provide support at Foundation events as needed.
7. Perform other duties as assigned by Store Supervisor of The Foundation for Seminole County Public Schools.

*\*Denotes essential job function/ADA*

*NOTE: This position is a one-year position. There is no guarantee of continued employment after the first year.*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing, or crouching.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

C754-C1 \$31,426.50 - \$54,510.50

District Salary Schedule  
Months 11  
Annual Days 223  
Weekly Hours 37.5  
Annual Hours 1672.50

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 9100  
Job Code TBD  
Survey Code 91091

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

May 31, 2022

ADA Information Provided by Jean VanSmith  
Position Description Prepared by Jean VanSmith