



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Warehouse Person
<i>Payroll/Personnel Type:</i>	10 or 11 months
<i>Reports to:</i>	Building Commissioner

Position Summary:

Perform the duties required to maintain efficient warehouse operation, which includes the requisition, receipt, check and storage of material and; maintain inventory of raw material warehouse

Essential Functions:

- Requisition material based on anticipated needs and inventory levels.
- Receive material, perform quality checks and input delivery tickets for acceptable items.
- Determine needed tool crib parts and place order with approved vendors.
- Maintain the inventory tracking system by performing or directing duties to add, remove, transfer or hold materials.
- Pull inventory information from the tracking system for routine and special reporting needs.
- Research part numbers and possible sources for obsolete and hard-to-get parts.
- Communicate with vendors regarding needs, problems, errors, etc.
- Coordinate material needs with various foremen and order material to support current and anticipated projects.
- Schedule driver deliveries based on anticipated timeframes and material requests.
- Unload materials delivered by truck and store appropriately.
- Issue raw material/tool crib parts to tradesmen.
- Perform related duties or special projects.

Education:

- Graduation for high school or equivalent or training equal to two years of college, preferably in Inventory or Warehouse Management.

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others.
- Ability to initiate action and resolved problems



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Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing.
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point.
- Medium work – exert up to 5 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Somewhat undesirable working conditions. Exposed to odor, noise, dust, heat, cold, chemicals and/or other elements.
- Warehouse work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments.
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.