



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

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|--------------------------------|-----------------------|
| Position Title: | Warehouse Personnel |
| Payroll/Personnel Type: | 10 Month |
| Reports to: | 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 time frames 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

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

Experience:

- Previous experience required

Education:

- High School Diploma or Equivalent or training equal to two years of college, preferably in Inventory or Warehouse Management

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- 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 significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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:

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|----------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| 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.