



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

Position Title:	Warehouse Personnel
Payroll/Personnel Type:	11 Month
Reports to:	Building Commissioner
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

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

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:

- Two years of inventory or warehouse management experience (preferred)

Education:

- High School Diploma or Equivalent (required)

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 the right and left while fixed on a point



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