

Job Title: Temporary Instructional Processing and Distribution Clerk

Wage/Hour Status: Nonexempt

Reports to: Instructional Materials Manager

Pay Grade: \$18.00 Hourly

Dept./School: Technology Services

Date Revised: 09/2024

Primary Purpose:

Assist in the operation of receiving, storing, and delivery of technology equipment and instructional resources.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED Preferred
- Valid Texas Drivers License (must be 21+ years of age)

Special Knowledge/Skills:

- Working knowledge of the proper storage and issue of materials and equipment.
- Ability to operate standard tools and equipment housed in the warehouse.
- Ability to lift and carry 50 pounds without assistance.
- Ability to operate and drive box truck in tight traffic conditions.
- Organizational skills
- Communication and interpersonal skills
- Basic computer skills

Major Responsibilities and Duties:

1. Receive materials ordered and verify the accuracy of shipment with the information on the invoice slip or purchase order.
2. Unpack items received and inspect for damage and defects. Record any discrepancies or damage.
3. Store items according to established procedures.
4. Assist with equipment deliveries to any district locations.
5. Maintain a clean, safe, and well-organized facility and work area.
6. Deliver material manually or by hand truck to requesting department; obtain authorized signature for supplies requested.
7. Maintain warehouse clean, neat and organized and maintain proper storage procedures.
8. Take physical count periodically of stock on hand and verify count with inventory control totals and/or as needed.
9. Notify the supervisor of irregularities in accounting procedures.
10. Maintain assigned vehicle in a clean, well-kept condition. Report any defects to warehouse supervisor.
11. Act as team player with the ability to work independently.
12. Demonstrate good interpersonal skills
13. Possess the ability to communicate effectively and positively both orally and in writing with teachers, administrators and other staff.
14. Other duties as assigned.

Equipment Used:

- Uses ladders, dollies, pallet jacks

Working Conditions:

Hours: 39 to 40 hours per week

Physical Demands:

Strenuous walking, standing, and/or climbing; excessive heavy lifting and carrying; constant stooping, bending, and reaching and kneeling.

Environment:

Work inside and outside; work around machinery with moving parts; work around moving objects or vehicles; work on ladders; on slippery or uneven walking surfaces; exposure to dampness and humidity.

Mental Demands:

Maintain emotional control under stress.; maintain positive attitude when dealing with customers; work with frequent interruptions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

Approved by

Date

Reviewed by

Date
