



Job Title: Warehouse Technician II

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

DEC 18 2023

VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to perform the physical and records maintenance task of storage, shipping and receiving of goods within warehouse.

ESSENTIAL JOB FUNCTIONS

- Attends morning meetings.
- Obtains instructional.
- Selects food items to fulfill orders.
- Receives items and enters into stock.
- Loads and unloads stock.
- Maintains the maintenance window when other staff is unavailable.
- Cleans and organizes area.
- Prepares daily receiving report.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school degree or equivalent, vocational training preferred.
- Some related experience preferred.
- Forklift Operator License.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to determine the approach for doing work using guidelines provided.
- Requires the ability to perform technical or trades-based work that requires a solid understanding of basic algebra and statistics or use of heavy equipment.

- Requires the ability to follow specific procedures that may result in interaction with co-workers, citizens, or other individuals.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to repair, develop, or install telecommunications systems and computer hardware or network systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: December 18, 2023, effective July 1, 2023

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