

Job Title: Warehouse Supply Attendant

Wage/Hour Status: Hourly

Reports to: Principal

Pay Grade: 403

Dept/School: Center for Career & Technology Education

Date Revised: May 9, 2018

Primary Purpose

Support the instructional program at the Center for Career & Technology Education in the receipt, delivery, storage, and control of furniture, supplies, and equipment. Assist with campus security during peak times of student arrival and departure.

Qualifications

Education/Certification

High School Diploma/GED
Valid Driver's License

Special Knowledge/Skills

- Ability to read supply requisitions and perform basic arithmetic
- Ability to operate a light truck
- Ability to operate forklift
- Ability to work in a team environment, as well as independently

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Receive shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice and/or packing list and purchase orders; records discrepancies or damage.
2. Pick up and delivers supplies, equipment, materials, and other items as requested.
3. Mail and pick up packages for teachers.
4. Assist in supervising student arrival and departure along with providing campus security.
5. Operate tools, equipment, and vehicles according to prescribed safety procedures.
6. Follow established safety procedures and techniques to perform job duties including lifting and carrying.
7. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor, immediately.
8. Keep campus vehicles fueled, clean, and in orderly condition; reports problems and/or conditions of vehicles to supervisor.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Vehicles, computer, ladder, dolly, scaffolding, forklift, pallet jack, box knife, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outdoor and indoor. Work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and scaffolding; exposed to slippery and uneven surfaces. Must be able to lift 45 pounds.

Terms of Employment

197 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.