

**Escambia County School District  
Job Description**

---

**Classification Title: Storekeeper/Warehouse Technician III  
Pay Grade: 18**

---

**GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the job is to lead the operation and maintenance tasks of storage, shipping and receiving of goods within a warehouse environment. Employees in this job classification function in a lead capacity to ensure proper maintenance of warehouse shipping, receiving and inventory databases. Work includes loading, unloading, sorting and storing of various light and heavy materials, supplies and equipment. Employees at this level may serve as the lead worker or as the technical expert in the assigned activity of the warehouse. Performs other related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ESSENTIAL JOB FUNCTIONS:**

- Performs shipping and receiving tasks of materials and supplies in the warehouse, e.g., vehicle parts, food and cafeteria supplies, instructional materials and hazardous materials.
- May lead, instruct and review the work of lower level employees.
- Loads and unloads deliveries and shipments.
- Performs inventory and sorting tasks for warehouse delivery and storage; performs sorting and packaging of items to be shipped.
- Maintains inventory levels; submits purchase orders for parts and materials; investigates and resolves various purchasing discrepancies, e.g., product quality or number, shipment issues, receiving problems.
- Receives, unpacks and examines deliveries; verifies accuracy of received inventory and inspects product condition; records and reports shortages/damages.
- Performs sorting, packaging and labeling of materials and supplies to be shipped.
- Operates various small equipment and machinery to store and retrieve large pallets of merchandise and materials to and from storage areas, e.g., forklift, hand truck, pallet jack, electric cart.
- Performs general maintenance and custodial tasks of warehouse facilities and equipment, e.g., sweeping, discarding waste.
- Performs numerous essential record keeping duties to organize and ensure accuracy of warehouse shipping, receiving and inventory databases.
- May serve on bid committee to determine the best buy of materials, goods and supplies.
- Assists in conducting inventories.
- Maintains vendor relationships to ensure the continuous supply of quality products and materials.
- Conforms to all safety procedures.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

High school diploma, GED, or other equivalent; supplemented by five (5) years progressively responsible experience in the inventory and physically demanding functions of warehouse work; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**LICENSES AND CERTIFICATES:**

Must possess and maintain a valid Driver's License.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

Modern office practices. Modern storeroom/warehouse inventory and bookkeeping practices. Mathematical computation. Applicable computer applications related to the work. Purchase and requisition procedures and practices. Record keeping principles. Techniques for establishing and maintaining effective work relations.

### **SKILL IN:**

Acting as a lead worker in a supervisory capacity, assists in training, organizing and prioritizing the work of lower level employees. Making mathematical calculations with speed and accuracy. Maintaining inventory and stock control. Preparing a variety of inventory and receiving reports and forms. Communicating effectively, both orally and in writing.

### **MENTAL AND PHYSICAL ABILITIES TO:**

Read and follow oral and written instructions. Add, subtract, multiply, and divide whole numbers. While performing the essential functions of this job the employee is regularly required to work in a warehouse or storeroom setting, use standard office equipment, drive a motor vehicle for the delivery and pick-up of merchandise; store equipment, materials, boxes, and other storage items; lift and/or move up to 75 pounds; read printed materials and a computer screen, and communicate in person and over the telephone.

### **WORKING CONDITIONS:**

While performing the essential functions of this job the employee is frequently exposed to warehouse conditions, may be required to frequently work in refrigerated/freezer spaces or be exposed to fumes, noxious odors, dusts, mists, gases, work near moving mechanical parts, and toxic or caustic chemicals. The incumbent's working conditions are typically moderately quiet and may be frequently loud when operating equipment.

### **MATERIAL AND EQUIPMENT USED:**

Standard Office Equipment  
Computer and Peripheral Equipment  
Pallet Jack  
Forklift  
Light Truck or Other Motor Vehicle

Escambia County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Escambia County School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.