

## **SUPPLY CLERK**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Assistant Superintendent of Business Services, to receive, store, inventory, issue, distribute and ship mail, supplies, equipment and other items to school sites and offices; transport confidential records; pick up bank deposits from school sites and District Office to deliver to night drop at the bank; and to perform the necessary clerical work required.

### **ESSENTIAL FUNCTIONS:**

- Maintain inventory records of supplies received, stored and disbursed
- Assist in the operations of the warehouse, including to receive, mark, check, store and inventory materials, supplies and equipment; restock shelves regularly; fill requisitions
- Maintain records of outgoing supplies; rotate stock as necessary
- Operate a truck, forklift, pallet jack and hand truck to move, load and unload supplies
- Assist in taking physical inventories; maintain records
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area
- Deliver and/or pick up mail, confidential records, supplies, equipment and other materials from various sites and locations as assigned
- Collect bank deposits from school sites and the District Office to deliver to night drop at the bank
- Perform related duties and responsibilities as assigned

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Familiar with methods, machinery and equipment used in warehouse work
- Possession of a valid and appropriate California Driver's License
- Be self-directed and work independently

### **KNOWLEDGE OF:**

- Basic methods used in the receipt, storage, inventory and distribution of supplies and equipment
- Occupational hazards and standard safety practices necessary in the area of supply, materials and equipment storage, truck loading and delivery
- Modern office practices, methods and computer equipment
- Principles and procedures of record keeping
- Basic mathematical principles
- Safe driving principles and practices

### **SKILL AND ABILITY TO:**

- Lift and carry heavy loads
- Operate a motor vehicle safely
- Operate forklifts, pallet jacks and other standard warehouse equipment

**WORKING CONDITIONS:**

- Indoor and outdoor environments
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.
- Reach in all directions
- Ability to lift and carry 75 pounds
- Exposure to cold, heat, outdoors, chemicals and mechanical hazards
- Write legible reports
- Read notes, memos, and printed material
- Speak clearly and communicate effectively

**EXPERIENCE:**

- One year of warehousing or delivery experience or equivalent to the completion of the twelfth grade

**WORK YEAR:**

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**