

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93
JOB DESCRIPTION

Job Title: **Warehouse Inventory and Compliance Specialist**
Pay Schedule/Range: **24 pays per year**
Reviewed Date: **March 26, 2026**

Reports To: **Director for Buildings & Grounds**
FLSA Status: **Non-exempt**
Work Year: **July 1 – June 30 (261 days)**

SUMMARY: Responsible for ensuring specifications, quantity and quality of orders are correct: verifying stock and identifying losses; maintaining and organizing warehouse layout and inventory levels; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Facilitates monthly ordering and packaging of custodial supplies, and maintains accurate physical counts in inventory management system.	M	15%
2. Maintain equipment, tools, and district vehicles in good clean operating order and perform required maintenance schedules. Perform repairs and maintenance, and inform appropriate personnel of any repairs needed beyond staff skill level.	D	10%
3. Assist current warehouse colleagues to organize, clean and maintain Warehouse as a safe, clean, and efficiently functioning workspace.	D	10%
4. Works with our service partners to schedule pertinent inspections. Keeps records of all required inspections, and ensures that all certificates are up to date at all sites.	M	10%
5. Maintain a variety of manual and electronic document files and records for the purpose of documenting activities and/or providing materials and reliable resource information.	D	10%
6. Participates in mandatory snow removal via plow truck as well as manually at sidewalks and entrances to buildings. Times include before and after regular work hours and weekends/holidays.	M	5%
7. Create, manage, and complete daily and ongoing work orders within our CMMS system.	D	5%
8. Serves as Integrated Pest Management representative for the district coordinating with buildings and our Pest Control provider to ensure buildings are properly maintained.	M	5%
9. Receives, unloads, and distributes inventory and packages at our district office.	D	5%
10. Carry, monitor and maintain emergency phone according to on-call schedule.	D	5%
11. Provide quality customer service and maintain an effective and efficient work environment.	D	5%
12. Determines necessary order and solicits bids from custodial supply partners to stock supply area for the upcoming school year. Verifies new products before changing partner/product line.	A	5%
13. Maintains District Office setups and move orders to facilitate smooth operation.	D	4%
14. Pulls, sorts, organizes and labels air filters quarterly for distribution. Maintains an accurate count of on-hand filters.	Q	2%
15. Works with custodial supply partners to service existing equipment, provides ongoing training for our staff, and demos new equipment and supplies that enhance our current service level.	M	2%
16. Perform other duties as assigned by supervisor.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma or equivalent
- Job related experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire; employment contingent on appropriate results
- Valid driver’s license, state identification, or passport and evidence of insurability

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication and interpersonal skills
- Time management and problem solving skills
- Customer service skills
- English language skills
- Inventory methods and practices
- Proper lifting techniques
- Technology Acumen (spreadsheet, database, etc.)
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of district’s inventory database system within one month after hire
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Director for Buildings & Grounds

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, work is performed while standing, climbing, sitting and/or walking. Requires the ability to communicate effectively using speech, vision and hearing. Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, crawling, climbing, balancing and reaching. Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds. Regularly working off ladders and movable stairs.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate, but at times will be loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, compile, compute, and use interpersonal skills.