

Job Title: Warehouse/Central Services Specialist

Reports to: Director of Finance

Supervises: None

Terms of Employment: 52 weeks

Evaluations: Yearly

Job Summary: Responsible for maintaining the warehouse and central service operations for the Portage Public Schools.

Responsibilities:

1. Delivers supplies and other materials to buildings throughout the District
2. Serve as the back-up food delivery driver for the District
3. Retrieves deposits from each school and handles in a manner that safeguards funds until deposited at the bank. Maintains needed documentation for tracking the deposits
4. Assembles supply requisitions for filling and delivery to schools as needed
5. Distributes items received in central receiving to recipients throughout the District, including text book orders
6. Operates forklifts, pallet jack, dock lever and other mechanical equipment
7. Responsible and accountable for the stocking and accurate documentation of all warehouse inventory; uses inventory software program for filling orders
8. Participates in physical inventory counts as needed by the Business Office
9. Unloading products and material checking the accuracy of the order and ensuring items received are not damaged
10. Mark materials with identifying information using appropriate method for inventory tracking
11. Distributes, collects and sorts inter-school mail on a daily basis
12. Sorts incoming US Mail for Administration Building; processes outgoing US Mail for all buildings
13. Clean and maintain work area. Organize warehouse and work area for orderliness at all times
14. Move materials and items from receiving or storage areas to shipping or to other designated areas
15. Ensure warehouse is accessible in a safe manner and materials are safeguarded
16. Prepare parcels for mailing with various shippers (Lake Michigan Mailers, UPS, USPS, FedEx, etc.)
17. Wear proper safety equipment when required
18. Meets accuracy and production standards
19. Cross-train in other areas as required
20. Other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Reliable and consistent attendance

Service oriented attitude

Excellent prioritization and organization skills

Ability to lift 50 – 100 lbs

Ability to stand and walk for extended time

Must be able to push a warehouse cart of approximately 150 lbs

Must be able to handle outside extreme weather

Required Licenses and/or Certifications:

Valid chauffeur's license (air brake certification preferred)

Working Conditions:

1. Required to work outside in all weather conditions as well as in a warehouse
2. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for safe operation of trucks and other equipment, determining the accuracy and thoroughness of work
3. Frequent walking, standing, stooping, lifting, pushing, pulling
4. Frequent operation of a motor vehicle is required
5. Use of a computer to check e-mail and input into other systems as required
6. Regular contact and coordination with staff members is required

The above duties and responsibilities are intended to be representative of the nature of the work by this position. The listing is not all-inclusive.