

Resource Services, 7200 Spring Cypress Rd., Klein, TX 77379 832-249-4218

JOB DESCRIPTION

Position: Warehouse – Temporary Warehouse Worker – Part Time-Seasonal

Pay Grade: MT3

Duty Days: *Seasonal* Approx. 20-40 Hrs. per week (generally between the days/hours of Monday thru Friday 6:30am to 3:00 pm)

Salary: KISD Current Staff Compensation Plan

Qualifications:

- Must possess a valid driver's license with a clear driving record.
- Delivery driving experience a plus
- Forklift driving experience a plus
- Computer experience a plus

Duties include but are not limited to the following:

- Ability to perform physical duties, which include lifting cartons up to 50 pounds throughout the workday.
- Pickup and deliver supplies and equipment to assigned locations.
- Perform other duties as assigned by the Director of Warehousing and or Warehouse Foreman to include:
 - A. Warehouse textbook inventory.
 - B. Carry Interdepartmental/ U.S. Mail
 - C. Surplus Property delivery and pickup
 - D. Surplus Property Auction
- Reports to the Warehouse Supervisor or Lead Hand.

Work Conditions:

- Maintain emotional control under stress.
- Moderate irregular hours.
- Works with frequent interruptions.
- Preparation of materials may involve the packing, moving and lifting of equipment and supplies.
- Standing, bending and lifting.

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

Both In-district and Out-of-district: Applicants should submit an application, and upload resume and copies of educational credentials and certifications through our on line application process.

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