



SMC REFURBISHING TECH

Rev. June 2022

Job No.: 0010

FLSA Status: Non-exempt

Reports to: Coordinator, Elementary Science

Dept./Campus: Elementary Curriculum

Term: Seasonal/Part-Time

PRIMARY PURPOSE

To assist with preparing and distributing science materials modules for elementary campuses.

MAJOR RESPONSIBILITIES AND DUTIES

- Prepare science materials modules for elementary campuses.
- May assist in distributing or delivery science material modules to elementary campuses.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISOR RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- None.

Knowledge/Skills/Abilities:

- Ability to follow verbal and written instructions.

Physical/Mental/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Position will require the ability to drive, walk, stoop, kneel, climb and bend to perform work.
- Occasionally ascends/descends a ladder.
- May be exposed to intermittent sounds of a loud nature.
- May be exposed to outdoor weather conditions during portions of the day.
- May be exposed to high or low temperatures in the warehouse.
- Must move about within building to perform warehouse work.
- Must be able to stand or walk for sustained periods of time.
- Work near moving mechanical equipment.
- Constantly operates equipment and machinery.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently lifts and moves items weighing up to 50 pounds.