Greenville Public School District
Job Description
Warehouse Assistant and Deliveryman

Title: Warehouse Assistant and Deliveryman
Qualifications: 1. Demonstrated aptitude or competence for assigned responsibilities.
               2. Such other qualifications that the Board may deem to be acceptable and appropriate.
Reports To: Superintendent of Education, the Deputy Superintendent, the Director of Maintenance, and the
           Superintendent's designee.
Job Goal: To assist the warehouseman in all areas of work and to provide delivery service to district facilities
          in a safe and timely manner.

Missions and Goals
• Works with the Superintendent and those who he/she supervises to articulate and promote the school system's
  vision of learning and teaching.
• Monitors and evaluates progress toward accomplishment of system goals and objectives.
• Ensures that unit and program plans are consistent with the system's strategic plan.
• Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools.

Performance Responsibilities
• Plans and directs the warehousing program for equipment and supplies.
• Plans and directs inventory and stock control programs.
• Provides equipment to district facilities.
• Develops and submits department budgets.
• Evaluates complaints and takes appropriate action.
• Unpacks items received and inspects for damage.
• Verifies the accuracy of shipments by counting, weighting, or measuring items and by comparing quantities
  received and code numbers with information on the invoice or packing slip.
• Records and takes procedures to correct order discrepancies.
• Maintains warehouse in an orderly manner.
• Marks items for easy identification and records on inventory.
• Performs other duties as assigned by the Superintendent, the Deputy Superintendent, and the Superintendent's
  designee.

Terms of Employment: Ten, eleven, or twelve months. Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's
            policy on Evaluation of Support Services Personnel.