



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Warehouse Personnel
Payroll/Personnel Type:	12 Month
Job #:	6011
Reports to:	Building Commissioner
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to maintain efficient warehouse operation, which includes the requisition, receipt, check, and storage of material and; maintain inventory of raw material warehouse.

Essential Functions:

- Requisition material based on anticipated needs and inventory levels
- Receive material, perform quality checks, and input delivery tickets for acceptable items
- Determine needed tool crib parts and place orders with approved vendors
- Maintain the inventory tracking system by performing or directing duties to add, remove, transfer, or hold materials
- Pull inventory information from the tracking system for routine and special reporting needs
- Research part numbers and possible sources for obsolete and hard-to-get parts
- Communicate with vendors regarding needs, problems, errors, etc
- Coordinate material needs with various foremen and order materials to support current and anticipated projects
- Schedule driver deliveries based on anticipated timeframes and material requests
- Unload materials delivered by truck and store appropriately
- Issue raw material/tool crib parts to tradesmen
- Perform related duties or special projects

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others.
- Ability to initiate action and resolve problems

Experience:

- Two years of inventory or warehouse management experience (preferred)

Education:

- High School Diploma or Equivalent (required)

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or the right and left while fixed on a point



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- Must be able to exert up to 10 pounds of force continuously and/or over 75 pounds of force frequently unassisted to lift, carry, push, and pull or otherwise move objects, including the human body
- Must be physically able to operate a motor vehicle and have a valid driver's license
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.