

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DELIVERY CLERK / WAREHOUSE/RECORD RETENTION

**SALARY SCHEDULE:** SSP-8 [M1]

**COST CENTER:** MATERIALS MANAGEMENT SERVICES (9033)

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years successful warehousing and delivery experience.
- (3) Possess a valid state of Florida CDL, Class B.
- [(4)] [Demonstrable computer proficiency.]
- (4) Minimum of one (1) year experience operating a forklift and pallet jack on a daily basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate a forklift and pallet jack. Knowledge of general office and record keeping procedures. Ability to read and understand computer printouts. Possess interpersonal skills and abilities. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to work independently.

**REPORTS TO:**

Record Retention Supervisor [Director, Materials Management or designee]

#### JOB GOAL

To provide for the receipt, storage, distribution, and security of the records maintained at the Record Retention Center creating a safe and secure environment for the D[d]istrict records.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Receive, verify, and store all records received from schools/departments.
- \* (2) Organize the warehouse to fully utilize available space.
- \* (3) Communicate effectively with staff and vendors.
- \* (4) Pick up and deliver records to appropriate areas in schools and departments.
- \* (5) Maintain transmittal reports until records stored.
- \* (6) Responsible for the daily cleaning of the warehouse.
- \* (7) Assist with the opening and closing of the warehouse as required.
- \* (8) Operate the document shredder.
- \* (9) Wash and maintain equipment on a weekly basis.
- \* (10) Prepare all required reports and maintain all appropriate records.
- \* (11) Assist with duties of that department as requested.
- \* (12) Exhibit support for the District's vision, mission, goals and priorities.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Provide for a safe and secure workplace.
- \* (15) Model and maintain high ethical standards.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school matters.
- \* (18) Maintain positive relationships with staff and vendors.

**DELIVERY CLERK / WAREHOUSE/RECORD RETENTION (Continued)**

- \*(19) Participate in workshops and training sessions as required.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(23) Respond to inquiries and concerns in a timely manner.
- \*(24) Follow all School Board policies, rules and regulations.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- (26) Perform other tasks as assigned by Records Supervisor [Manager].

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities