

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

WAREHOUSE/DELIVERY WORKER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Basic knowledge of store-keeping methods and procedures
- Ability to handle and operate equipment necessary to perform the tasks assigned
- Ability to follow instructions and directions
- Ability to maintain and understand simple reports
- Working knowledge of computers
- Thorough knowledge of forklift, hand truck, and pallet jack operation
- Ability to exert physical demands which may involve heavy lifting, carrying and pulling of objects and materials
- Must possess a valid Florida driver's license
- Must possess valid Florida Class "B" CDL driver's license with the appropriate endorsements
- Thorough operating knowledge of trucks and related automotive equipment

Performance Responsibilities:

- Conduct pre-trip and post-trip inspections according to state guidelines to ensure the safe operation of vehicle including the inspection of all lift operations and tie-downs if applicable
- Load, deliver and unload property with due precaution for the safety of personnel and the proper care of the materials and equipment
- Operate and care for all district owned vehicles and equipment, including tracking preventative maintenance and keeping necessary documentation
- Daily use of statutorily required computer maintenance management software systems
- Assist in storing and displaying items
- Assist in the proper distribution and pickup of all supplies, textbooks and property items
- Fill warehouse stock orders requested by sites
- Coordinate the pick-up, sort and deliver district correspondence to the various schools and departments through a scheduled route as needed
- Perform perpetual and/or spot check stock inventories and tangible property as assigned
- Provide assistance during emergency situations as required.
- This position requires 24-hour call back in cases of emergency and supervisory presence, seven days a week.
- Complete any registration, testing and current certification as required for FEMA, NEFEC, DOE, DOT, etc. for the operation of special equipment and emergency disasters
- Perform perpetual and/or spot check stock inventories and property as assigned
- Assist in the delivery, pickup and shipping of district records for storage and disposal
- Maintain simple records on items shipped and received

- Pick-up, sort and deliver district correspondence to the various schools and departments through a scheduled route
- Assist in the delivery, pickup and shipping of testing materials
- Assist in maintaining a neat and orderly Warehouse with the proper labeling prominently displayed
- Operate hydraulic lift when necessary
- Responsible for fueling of vehicles
- Responsible for exterior and interior cleanliness of vehicles
- Attend training programs, testing programs, courses and other meetings as required
- Assist with miscellaneous duties associated with the Print Shop
- Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Warehouse, Property Control, Printing & Records and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse, Property Control, Printing & Records and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level D

Job Code:

77627

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 10/18/16, 03/20/23, 05/30/23, 11/14/23