



## Warehouse Technician

### Job Overview

The job of Warehouse Technician was established for the purposes of receiving and delivering materials between the District textbook warehouse and District schools and ordering, storing and inventorying materials at the District textbook warehouse.

This job reports to the Teaching, Learning, and Assessment Curriculum Director.

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### Job Functions

- Deliver newly adopted books and textbooks to District schools on time for the start of school. Transfer books and textbooks between District schools as requested.
- Deliver assessment materials to District schools before testing dates and collect and store assessment materials after testing.
- Collect and store outdated District textbooks and library books in the textbook warehouse.
- Deliver large packages to and from textbook warehouse, Pinewood, Central Office, and other District schools and facilities as requested.
- Assist Science Center associates with science kit assembly when needed.
- Maintain inventory at textbook warehouse and work to effectively optimize storage space when requested.
- Place textbook orders for replacement and growth as needed based on inventory and needs of District schools.
- Inventory and label new books and other supplies.
- Store and deliver STEM supplies and science kits as requested.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Working Environment

Work is performed in a general warehouse environment. Work is performed in and around warehouse equipment, and sometimes performed in outside weather.

Generally, the job requires (20)% sitting, (50)% walking, and (30)% standing.

Physical Requirements: Packing and moving heavy boxes; frequent walking and standing; driving and loading/unloading materials from delivery truck.

### Qualifications

**Minimum experience:** None Specified

**Minimum education:** High School Diploma or Equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:



- Driving a large delivery truck, experience in customer service and organizational skills; prioritizing of assigned duties; good communication skills; flexibility related to assigned daily duties.
- Some experience with spreadsheets; basic computer literacy.

**Required Testing:** Alcohol and Drug Test

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** Valid TN Driver's License and Evidence of Insurability

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-exempt

**Employee Type:** Classified

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