



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Warehouse Worker  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs  
Non-Union or Specific Collective Bargaining Agreement: AFSCME Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform routine manual work in receiving, marking, storing, issuing, and delivering a variety of commodities, materials, supplies, furniture and equipment in a large warehousing complex.

### Essential Functions of this Job

Receives, marks, stores, issues, and delivers commodities, materials, supplies, furniture and equipment from a large and varied stock. Loads and unloads transports trucks using forklifts, pallet jacks, hand trucks and other materials handling equipment. Makes deliveries to schools and other District locations in a safe and orderly manner. Pulls items in warehouse to fill requisitions for commodities, materials, supplies, furniture and equipment using the appropriate equipment. Marks received items with proper identification. Stores items in proper warehouse location. As assigned; sweeps, mops and cleans warehouse complex and trucks to assure good housekeeping and a safe working environment. Immediately reports safety concerns to his supervisor for corrective action. Assists the Receiving/Order Clerks in daily operations as assigned, to acquire proper knowledge of receiving, storage and issue procedures.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Ability to learn correct materials handling techniques including, but not limited to, lifting, turning, stacking, loading, leveling and pulling items using the proper materials handling equipment. Ability to gain required knowledge of a variety of commodities, equipment, furniture, materials and supplies. Ability to learn proper warehousing methods and procedures relating to all materials and commodities received, stored and

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distributed by the District Central Warehousing Complex. Ability to establish and maintain harmonious working relationships with fellow employees, District personnel and vendors. Ability to operate all vehicles safely and make deliveries to all District locations. Ability to follow oral and written instructions. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. Two or more years experience in the receipt, storage and issuance of materials and supplies at a large warehousing complex preferred. Ability to properly use forklift, pallet jack, hand truck and other materials handling equipment. Possession of the appropriate valid State of Florida driver's license.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones and computers. Requires travel to school locations and work sites within the district.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing between 20 and 50 pounds. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0616  
EEO5: 52  
Approval Date: 2012-11-13  
Date Last Revised: 2013-07-08

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*