

INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION

JOB TITLE: Resource/Warehouse Clerk

CLASSIFICATION: Secretary/Clerk

REPORTS TO: Director of Teaching and Learning
and Manager of Purchasing

DATE REVISED: January 2008

PURPOSE: The Resource/Warehouse Clerk provides curriculum materials for all schools in the district in order to assist teachers in providing learning opportunities to students through the use of these materials.

DUTIES AND RESPONSIBILITIES:

1. Responds to staff requests for resource materials. Prepares and processes school orders in a timely and accurate manner.
2. Maintains appropriate records in a timely and accurate manner to meet School District policies.
3. Prepares and refurbishes science kits with the appropriate chemicals, mixtures, and supplies.
4. Maintains the inventory storage of School District workbooks and textbooks.
5. Checks out and maintains inventory records of all curriculum materials and supplies, reading and math materials; i.e., textbooks, workbooks, maps, and teaching aids.
6. Performs miscellaneous activities in warehouse; such as, picking orders, receiving product, stocking items, and other duties as needed.
7. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma, GED, or equivalent.
2. Receive the minimum passing score on the selected Office Skills Test.
3. Organizational skills including filing and knowledge of office equipment.
4. Willingness to accept and follow direction.
5. Ability to work independently with minimum supervision.
6. Entry level position, no experience required.
7. Ability to work overtime including evenings, weekends and holidays.