

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### INVENTORY KEEPER/DELIVERY PERSON

##### **Definition**

Under general supervision, receives and records the receipt of materials and reconciles shipping discrepancies; maintain District inventories, fills orders of materials, food stuffs, equipment, supplies; maintains records, and performs other duties directly related to this class description.

##### **Responsible to**

Assistant Superintendent, Business Services or Supervisor of Maintenance, Operations & Transportation

##### **Examples of Duties**

1. Maintains inventories of a variety of material, text books and instructional materials, food stuffs, equipment, supplies and mail between designated locations on official District business.
2. Readies materials for delivery to sites.
3. Performs a variety of storage, loading and unloading tasks.
4. Provides information in a timely manner to originators of orders.
5. Performs basic clerical and record keeping tasks including preparation of reports and inventory of materials.
6. Performs regular inspections of inventory facilities.
7. Creates and maintains an inventory database.
8. Maintains storage areas and stored items in a clean orderly condition; performs other cleaning duties as assigned.
9. Performs other duties as may be assigned.

##### **Qualifications Guide**

##### **Knowledge of:**

1. Storage and inventory procedures.
2. Methods, materials and equipment used in custodial activities.

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3. Basic safety practices related to assignment.
4. Computerized inventory systems and computer operations.

**Ability to:**

1. Operate materials handling equipment.
2. Perform heavy lifting in the course of work.
3. Understand and carry out oral and written instructions.
4. Work effectively without close supervision.
5. Establish and maintain cooperative relationships with those contacted in the course of work.

**Licenses**

Possession of a valid and appropriate California Driver's License; and ability to qualify, and maintain qualification, for District vehicle insurance coverage.

**Physical**

Good physical condition, including meeting requirements of District pre-employment physical examination.

**Training and Experience**

Equivalent to the completion of the twelfth grade; at least six months work experience in inventory receipt and maintenance; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: December 03, 1990