

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Warehouse Clerk/Handyman

**Evaluated by:** Director of Maintenance

**Job Description:** The Warehouse Clerk/Handyman works to ensure the successful operation of the school system's warehouse including inventory control, service/product purchasing, and receipt, storage, dispensation, and transportation of goods and materials. Personnel employed as helpers to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system. Personnel employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings.

**Qualifications:** High school diploma or TASC required. Must have valid driver's license. Successful completion of competency test as mandated by the WVDE. Moderate to heavy lifting. Satisfactory background investigation. Must possess knowledge of WV laws and regulations which apply to products and workplace safety. Experience in inventory control and/or warehousing preferred. Degree in business administration or related field preferred.

**Length of Employment:** 261 Days

**Responsibilities:** The Warehouse Clerk/Handyman shall have the following responsibilities and duties:

1. To supervise the receipt, storage, dispensation and delivery of goods, materials, supplies and equipment.
2. To ensure that goods received conform to specifications.
3. To verify receipt of quantities ordered.
4. To report shortages, overages and damaged goods received.
5. To supervise and maintain inventory and inventory records.
6. Prepare reports as requested by the Director of Maintenance or Superintendent.
7. To schedule and supervise deliveries and pick-ups.
8. To maintain inventory of surplus equipment and supplies and supervise issuance and receipt of surplus equipment and supplies.
9. To maintain, complete and submit required reports in a timely fashion.
10. Must possess computer skills, with ability to learn inventory programs.
11. Ability to learn ordering and processing program.
12. May be called upon to drive a truck/van to pick up and deliver supplies/textbooks/mail when necessary.
13. Demonstrate above average attendance.
14. To design warehouse layout.
15. To ensure that the warehouse is clean and orderly.
16. To follow up on non-delivery of orders within specified time limits.
17. To perform manual labor duties of the position, as needed.

18. To maintain professional work habits
19. To maintain and upgrade skills.
20. Help skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system.
21. Personnel employed to perform duties that relate to the appearance, repair and general care of school grounds, including mowing, weed eating, and snow removal.
22. To perform other duties as assigned by the Director of Maintenance or Superintendent.

**Salary:**                      Pay Grade: .....C