

SUPPLY CLERK/UTILITY WORKER

DEFINITION:

Under general supervision, to be responsible for the receipt, storage, issue and accounting for the supplies used by a senior high school; to perform additional duties, as assigned, relating to minor maintenance and repair, audio-visual equipment control, and textbook receipt and distribution; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Prepares requisitions for school supplies.

Receives and inspects supplies and textbooks and processes returns, as needed.

Issues supplies to the various departments, making trips to the District warehouse as necessary, or to local vendors.

Upon receipt of capital outlay items, sets up inventory records which must be maintained.

Provides general assistance and direction to vendors, delivery workers, contractors and others performing services at the school site.

Issues keys and assigns lockers.

Makes bank deposits and post office runs.

Receives, processes, stores, issues, and maintains inventory on textbooks, repairing when necessary.

Maintains running inventory of supplies, and keeps storerooms in clean and orderly condition.

Sets up furniture for community services and student body activities, as needed.

Does minor repair of lockers, and audio-visual equipment, and does painting and light carpentry.

Does repair and patch work on wall coverings.

Sets up audio-visual equipment for special programs, and trains operators as needed.

Unlocks gates and doors, raises flag, checks rooms for heat and cleanliness and opens restrooms.

Performs general maintenance on large vacuum cleaners.

Performs minor repairs to locks, furniture, student desks, tables, chairs, and copy machines.

Performs and assists with a variety of custodial and gardening duties, as needed.

In emergency, removes graffiti by scrubbing, scraping or painting.

Replaces light bulbs and fluorescent tubes.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Storekeeping procedures, including receipt, storage and issuing of materials and supplies;

Requisitions, purchase orders, invoices and the meaning of each;

Use and repair of audio-visual equipment;

Modern cleaning methods and the use and care of cleaning materials and equipment;

General building maintenance and small appliance, furniture and equipment repair.

Ability to:

Perform storeroom and stock record keeping work, including perpetual inventory system;

Learn operating characteristics of the various makes of audio-visual equipment;

Perform minor building maintenance;

Make arithmetical computations and prepare reports;

Perform heavy physical labor, including ability to lift up to 50 lbs.;

Perform custodial and grounds keeping duties as assigned;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Two years of experience performing a variety of storekeeping, custodial and general maintenance functions.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 63

N: 02/79, R: 03/80, R: 11/85, R: 11/91, R: 10/98