

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL  
SYSTEM CLARKSVILLE, TENNESSEE  
JOB  
DESCRIPTION**

**Job Title:** Warehouse Associate

**Department:** Operations Department

**Grade** G  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** August 2021

**Reports To:** Building Services Manager  
/Building Services Assistant Manager

**Purpose of Job**

The purpose of this job is to perform all tasks necessary to process and distribute textbook orders, teachers' ancillary materials, and warehouse orders. Duties and responsibilities include receiving, and processing inventory completing orders and disbursement to schools county-wide. Other duties and responsibilities include safe operation and general maintenance of utility vehicles, transportation of items from central location to schools, loading/unloading supplies, and maintaining docks and storerooms.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives, verifies, and documents incoming textbooks, warehouse items, and other goods for stock or delivery.

Verifies, documents, coordinates, and prepares items for pickup, return, or shipment.

Safely transports textbook orders and warehouse orders to schools and other locations within the county and documents accuracy of orders delivered.

Manually loads, unloads and delivers furniture and equipment to school locations from Central Office and from school to school on a regular basis.

Delivers high-value, delicate cargo (computers/laptops) throughout the school system, moves recyclable items to the local recycle facilities that provide a return of funds.

Operates light utility equipment and other equipment such as tow motor/forklift, pallet jack and stacker truck ensuring safety procedures are followed.

Performs daily pre-operation inspection on light utility equipment, forklift and trucks as required.

Submits safety sheet to Building Services Assistant Manager or Assistant Warehouse Associate Manager. Delivers supplies to all schools, locations, offices within school system; provides courier service.

Picks up bio-hazardous and unusable materials and transports to waste disposal site; submits bio-hazard invoice to Assistant Warehouse Associate Manager.

Returns vehicle to motor pool; pulls preventative maintenance on vehicle, ensuring all needed repairs are done; maintains a clean vehicle.

Cross-trains within the warehouse in order to assist during periods of high volume or during the absence of other personnel, including delivering Central Office mail and courier duties associated with going to all CMCSS locations to pick up and deliver inter-departmental/school mail.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or equivalent required. One year of warehouse, inventory control or general office experience is required. Six to twelve months of utility equipment operations is preferred. Must possess a valid Tennessee Commercial Driver's License.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, textbook processing and distribution, warehouse and inventory control practices as they pertain to the performance of duties relating to the job of Warehouse Associate. Has general knowledge of textbook processing and distribution practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Specifically, has knowledge of state and locally adopted textbook titles and publishers for all grade levels, ISBN and TBC numbers, teacher resources and ancillary materials (both national and state versions), and the various workbooks associated with each textbook. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has knowledge of barcode and scanning system used by the School System.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;

- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Munis Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

