**WAREHOUSE/PURCHASING CLERK—CLASS B**

**JOB SUMMARY:** Performs functions of warehouse, purchasing, inventories, maintenance records, Right to Know, payroll time, accounting, budgets, sub-custodian caller, correspondence, bus dispatching, and maintenance dispatching.

**MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):**

* Process all correspondence as it relates to the warehouse, maintenance records, inventory, and Right to Know.
* Maintain filing system of all warehouse correspondence, maintenance records, inventory, and Right to Know (safety data sheets).
* Keep a non-instructional substitute list for maintenance, utility, and delivery service.
* Secures non-instructional substitutes when necessary.
* Responsible for the receiving and shipping of all support services area items.
* Responsible for handling of all requisitions, obtaining verbal and written quotes for the purpose of purchasing supplies and equipment, and entering purchase requisitions.
* Responsible for keeping accurate records of support service budgets.
* Assist the transportation/dispatcher in his/her duties during normal working hours.
* Keep accurate records for payroll of maintenance, grounds, delivery service, utility, mechanic, and other assigned staff when necessary.
* Handle emergency calls from administrators, building principals, parents, etc., as needed.
* Perform computer work related to the warehouse/purchasing clerk, including inventory, correspondence, financial records, etc.
* If qualified, drive a bus when needed.
* Ability to work flexible hours when needed.
* Perform other tasks as assigned by the director and/or assistant director of support services.

**QUALIFICATIONS:**

* High school graduate.
* Minimum of two years of recent office experience.
* Must possess good communication skills.
* Must demonstrate good writing skills including grammar, usage, spelling, and format.
* Must demonstrate working knowledge of Windows, Word, and Excel.
* Demonstrate working knowledge of accounting procedures.
* Minimum typing skill of 60 words per minute.
* Physically and emotionally able to work under pressure and withstand stress.
* Ability to work as a confidential employee.
* Ability to work with staff, parents, and the public in all situations.
* Ability to lift a minimum of 50 pounds.
* CDL with BP plus airbrake endorsement, or ability to acquire within a 6-month period, preferred.