

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TEXTBOOK ASSISTANT-WAREHOUSE**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize, and participate in performing work involving the requisition, allocation, distribution, and inventory of District textbooks and surplus; coordinate activities with other clerical and purchasing staff; communicate with the administrator to assure sites have Board-approved textbooks in a timely manner.

#### **ESSENTIAL FUNCTIONS:**

Receive and sign for materials on textbook purchase orders; inspect incoming stock for conformity to purchase order specifications; report and follow District procedures in handling incoming stock shortages, damages, and other discrepancies; count, verify, and stamp incoming text orders; communicate with vendors for replacement or credit of books and shortages of orders; stock shelves.

Communicate with assigned supervisor to assure sites have Board-approved textbooks in a timely manner.

Fill requisitions from sites, package and prepare for delivery; monitor and fill backorders; verify delivery dates of items.

Load and unload trucks with textbook materials; drive District trucks to transport textbooks as necessary.

Maintain inventory records of items received, delivered, and available; conduct annual textbook warehouse inventory.

Process surplus materials accordance with District procedures.

Receive, process and file purchase orders; record purchase orders in appropriate computer system; communicate with purchasing and accounting personnel regarding problems with purchase orders

Operate a computer and assigned software, warehouse equipment and tools, and standard office equipment.

Maintain cleanliness of texts and textbook warehouse areas; maintain stamps, carts and other items in proper working condition; move pallets as necessary.

Order supplies for the department.

Assist in the sell of books according to District procedures.

Assist new sites regarding ordering processes.

Assist teachers with locating missing text materials; deliver and assist with teacher in-service materials.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General and specialized procedures and methods used to order, allocate, and distribute textbooks.

Methods used in receiving, storing, issuing, and inventorying textbooks.

Proper use and understanding of purchase orders, invoices, and delivery slips.

Inventory control and distribution practices.

Operation of a computer and assigned software.

Filing, indexing and inventory procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

**ABILITY TO:**

Plan, organize, and participate in performing work involving the requisition, allocation, distribution, and inventory of District textbooks and surplus.

Coordinate activities with other clerical and purchasing staff.

Set up and operate a textbook warehouse.

Establish and maintain stock records and conduct annual warehouse inventories.

Load and operate a delivery truck.

Learn, apply and explain policies, procedures, rules and regulations.

Maintain cleanliness of texts and textbook warehouse areas.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Plan, organize and prioritize work.

Maintain consistent, punctual and regular attendance.

See to read a variety of materials.

Hear and speak to exchange information in person or on the telephone.

Heavy physical labor.

Bend at the waist, kneel or crouch to shelve books.

Use proper lifting methods.

Move hands and fingers to operate a computer keyboard and standard office equipment.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of clerical and warehouse inventory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Possession of or ability to obtain a valid California Class B driver's license within six months of employment.

Floor-lift 50 pounds and arm-lift 41 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.

Constant interruptions.

Driving a vehicle to conduct work.