Browning Public Schools
JOB DESCRIPTION
EFFECTIVE: TBD

Copy Center & Warehouse Inventory Specialist

Summary of Functions

Under general supervision, assists with the daily operations of the District Copy Center and Central Warehouse, with approximately one-half of the work time dedicated to each area. In the Copy Center, assists the Copy Center Operator with all aspects of copy production, equipment maintenance, supplies, and technology-related needs. In the Warehouse, assists with managing inventory, tracking incoming and outgoing supplies, maintaining accurate electronic inventory records, and supporting other warehouse clerks with daily operations.

This position requires strong computer and technology skills, with the ability to independently operate, maintain, and troubleshoot the equipment and electronic systems used in both areas with minimal assistance.

Essential Duties and Responsibilities

1) Copy Center Operations – Assists the Copy Center Operator with all daily Copy Center operations, including receiving, scheduling, and completing copy requests from District departments. Operates copiers, printers, and related equipment; prepares, assembles, and organizes completed jobs for delivery or mailing; and assists with pickup and delivery of copy jobs as needed. Helps maintain all District copiers and Copy Center equipment, monitors paper and supply inventory, maintains adequate stock levels, and communicates maintenance and purchasing needs to the supervisor. Maintains copy records, obtains copier counts, calculates usage, and assists with departmental billing. Ensures all copy requests and printed materials are handled confidentially and completed accurately and on time.

2) Technology and Equipment – Must be proficient with computers, software, electronic systems, copiers, printers, and related equipment used in both the Copy Center and Warehouse. Independently operates, maintains, and troubleshoots equipment and electronic systems with minimal assistance. Identifies and resolves routine technical problems and coordinates with vendors or District technology personnel when additional support is needed.

3) Warehouse Inventory Management – Assists with the day-to-day management of District warehouse inventory, including receiving, storing, organizing, tracking, and distributing supplies. Maintains and updates the District's electronic inventory system to accurately reflect incoming, outgoing, and on-hand items. Conducts regular physical inventory counts, compares counts with electronic records, identifies and helps resolve discrepancies, monitors stock levels, and communicates purchasing and reordering needs to the supervisor. Maintains accurate inventory records and prepares related reports and documentation as required.

4) Receiving, Distribution, and Warehouse Operations – Assists with receiving incoming shipments, checking items for accuracy and damage, and recording received items. Assists with filling requisitions, preparing orders, stocking shelves, unloading, loading, and delivering food and other District supplies to school buildings and departments. Provides support to other warehouse clerks

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

with daily operations and helps maintain the warehouse in a clean, safe, organized, and orderly condition.

5) Coordination and Organization – Works cooperatively with the Copy Center Operator, warehouse clerks, supervisor, vendors, and other District personnel to ensure the efficient operation of both areas. Organizes and prioritizes daily activities, develops and follows procedures to monitor work and meet deadlines, and maintains resources and records in an orderly and accurate manner.

6) Training and Safety – Attends training as required by the supervisor. Completes required food handler training at the first date offered by the District following employment. Provides assistance and training to coworkers as needed to ensure work is completed according to established procedures and expectations. Performs all duties in a safe manner, follows established safety procedures, and maintains safe working conditions in both the Copy Center and Warehouse.

7) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Food Services/Warehouse.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ Valid State of Montana Driver's License.
- ❑ Good driving record.
- ❑ Knowledge of and experience in operating a forklift in confined areas.
- ❑ Working ability with desktop computers.
- ❑ Knowledge of and experience in operating office equipment such as fax, copier, calculator, and typewriter.
- ❑ Ability to interact positively with supervisor and staff.
- ❑ Ability to read and interpret written instructions and perform basic math.
- ❑ Physical ability to stand for prolonged periods, bend, stoop, climb ladders, reach above shoulder height, and to move or lift up to 60 lbs. regularly and over that frequently.
- ❑ Ability to handle details accurately.
- ❑ Ability to focus on work despite distractions and interruptions.
- ❑ Good work habits.

Desirable Qualifications – Previous successful experience working in general operations, warehouse operations, inventory management, or a similar position. Working knowledge of electronic inventory

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

control systems, computer applications, and general office and warehouse equipment. Experience with inventory tracking, receiving, stocking, and distribution of supplies. Ability to troubleshoot basic technology and equipment issues.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.