

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Distribution Processor	Wage/Hour Status:	Non-Exempt
Reports To:	Supervisor Distribution Services	Pay Range:	45B
Dept./School:	Distribution Services	Date Revised:	05/07/19

Primary Purpose:

Assist in receiving, order fill, stocking, and distributing of materials and supplies and maintaining inventory control.

Qualifications

Education/Certification:

- High School Diploma or equivalent
- Clear and valid Texas Driver's License (CDL preferred)
- Driving record that is insurable with PISD insurance carrier

Special Knowledge/Skills:

- Ability to communicate effectively with others
- Knowledge of warehouse operations and inventory control
- Basic computer knowledge
- Ability to read and interpret documents

Experience:

- Two years of work experience in warehouse operations (preferred)
- One year experience warehouse driver (preferred)

Major Responsibilities and Duties:

Receiving, Warehouse, Distribution:

- Load and unload trucks as needed; unpack items and inspect shipments for damage and defects; address discrepancies and damage, and report as needed to Supervisor
- Oversee receipt of all shipments; verify accuracy and process according to established procedures
- Stock items in warehouse according to established inventory systems and procedures; maintain item locations in computer database
- Conduct annual physical inventories of Instructional Materials warehouse and Distribution Services; maintain inventory records
- Record and maintain surplus and fixed asset items through use of pictures and updates to PISD fixed assets website; show auction items to customers (as needed)
- Complete yearly audits of campus inventory (as needed)

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Familiar with all areas of warehouse operations

Maintain working knowledge of warehouse equipment and keep warehouse clean, neat, and free of safety hazards

Delivery:

Distribute materials from Copy Services, and/or Paper Warehouse, and/or Instructional Materials Warehouse, and/or Mailroom, and/or Fixed Assets items and/or assessment testing materials using district delivery vehicle

Safety:

Follow established safety procedures and techniques to perform job duties; operate tools, equipment, and machinery according to prescribed safety procedures

Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to Supervisor

Maintain PISD vehicle in safe operating condition and schedule routine maintenance

Other:

Supervise temporary summer help as needed

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by Supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

PISD vehicle; Computer; Digital camera; Forklift; Pallet jack; Dolly; and other material-handling equipment

Working Conditions:

Physical Demands/Environment Factors:

Frequent standing, walking, sitting, stooping, and kneeling; possible lifting, carrying, pushing, or pulling of up to 75 pounds; repetitive motions; speaking and listening; exposure to hot or cold temperatures, dust, and various materials and/or chemicals; exposure to uneven or slippery surfaces; work on ladders; exposure to noise; work around moving objects or vehicles; occasional prolonged and irregular hours

Mental demands:

Maintain emotional control under stress; ability to communicate effectively (verbal and written)

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05-07-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date _____