

Michael Hinojosa, Ed.D.
Superintendent of Schools



Date: February 1, 2010
From: Human Resources
Subject: Vacancy – Job #9808745 (261 Days)
Warehouse Person
Service Center I

QUALIFICATIONS

- Accredited Senior High School Diploma or equivalent (U.S.A. equivalency)
- Demonstrated ability to operate all warehousing equipment
- Demonstrated ability to read, write, and make simple mathematical computations
- Demonstrated ability to create and maintain filing systems
- Must be able to follow directions in written and verbal form
- Maintain a valid Texas Driver License
- Ability to communicate in English by speaking, reading, and writing
- Ability to communicate in Spanish is a plus
- Must be able to pass the Dallas ISD random drug test

BASIC FUNCTIONS

- Fill, pack, label, and stage forms and orders
- Receive merchandise and supplies, check for correct items, overages and shortages
- Store items in their designated bin or storage area
- Assist in maintenance and housekeeping of Service Center warehouses
- Load and unload various types of materials for the receipt and distribution of supplies, materials and equipment
- Assist in conducting periodic inventories to maintain accountability of materials, supplies and equipment
- Demonstrate initiative in relation to the position, including job planning through completion
- Adhere strictly to all safety regulations and procedures
- Report to supervisor when stock in assigned area needs reordering
- Cross-train with other warehouse departments
- Assist in training and cross-training other employees
- Maintain inventory of tools, equipment and vehicle as assigned daily; inform supervisor of any known problems with tools, equipment and vehicle immediately and provide documentation during inspection and/or inventory of tools, equipment and vehicle
- Communicate effectively with principals, department heads, district staff and all other auxiliary services personnel, contractors and vendors in a professional manner in all phases necessary to complete each job and project
- Maintains an acceptable grooming standard and dress code as required by the Dallas ISD
- Perform all other related duties as assigned

Minimum	Midpoint	Maximum
\$15.18/Hour	\$19.61/Hour	\$25.19/Hour

Selected individuals for Dallas Independent School District positions will be placed according to current compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the Executive Director - Human Resources.

Send resume and letter of interest specifying particular position to:
ATTN: ND-Dallas Independent School District, Human Resources
3807 Ross Avenue, Dallas, TX 75204 or School Mailbox 85
Application Deadline: February 12, 2010 by 4:30 p.m.
A security check and disclosure of family relationship information is required for all positions.
No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H