

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Warehouse Clerk

**Supervisor:** Director of Purchasing and  
Accounts Payable

**FLSA Status:** Non-Exempt                      **Employee Group:** Custodial/Property Services

---

#### Qualifications:

1. High school diploma or equivalent
2. Knowledge of general clerical, data entry methods and procedures and detailed record keeping
3. Excellent organizational skills
4. Physically able to lift object weighing up to fifty (50) lbs with or without accommodation
5. Possess a valid Driver's License
6. Ability to work independently
7. Ability to communicate effectively

#### Terms of Employment:

- Twelve (12) month contract

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Receive all items shipped to the warehouse and inspect items for damage or defects
2. Verify information from purchase order to shipment quantities, descriptions and code numbers.
3. Process items for distribution to the appropriate buildings/department location.
4. Process warehouse requisition orders, fill and schedule for delivery.
5. Maintain warehouse inventory information.
6. Process purchase requests for inventory items daily.
7. Take periodic physical inventory counts and verify with the computer inventory.
8. Pick up and deliver pool samples.
9. Pick up mail at the Post Office and deliver to the HAC.
10. Pick up books at the North Suburban Library.
11. Maintain the warehouse in an orderly manner.
12. Keep courier van in clean and mechanical order. Report maintenance needs.
13. Keep current with best practices and requirements as they relate to your job assignment.

14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.