



Position Title: Part-Time Inventory Specialist
Reports To: Manager, Director
Department: College-Consolidated Warehouse
Prepared By/Date: Jennifer Brito/06-11-2010
Approved By/Date: College-Consolidated Warehouse
Revised: Donna French/12-12-2012

Job Code: 8300
Job Group: Class-R
Salary Grade: C1
FLSA Status: Non-Exempt

Summary:

The Part-Time Inventory Specialist provides support to Property Control, Receiving, and the Consolidated Warehouse. This individual reports to the college-consolidated warehouse located in Medley or the Central Receiving warehouse at the North Campus.

Essential Duties and Responsibilities:

- Assists the inventory control team with the regular college wide inventory
- Travels to all campuses
- Identifies computers and peripheral devices arriving at the warehouse and prepares those that are in working condition for sale
- Logs numbers with accuracy
- Unloads trailers and trucks arriving at the warehouse with excess equipment from the campuses
- Inventories all items with property control numbers arriving at the warehouse
- Assists the Receiving department during rush periods
- Operates a forklift
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Possess computer skills with proficiency in Microsoft Office applications
- Possess sufficient physical strength and agility to permit lifting and moving of heavy equipment
- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 40 pounds. Any lifting in excess of 40 pounds requires the use of a back brace and dolly.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or General Equivalency Diploma (GED) from a regionally accredited institution
- Possess a current valid Florida State Driver license
- Possess a Forklift Certification or ability to pass a Forklift Certification training test provided by the department as soon as offered

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name