

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Administrative Assistant to Risk Management, Warehouse and Custodial Operations

Board Approved July 2, 2012

QUALIFICATIONS:

1. Thorough knowledge of all materials, implements, and equipment used in maintaining a clean, safe, sanitary and attractive learning environment
2. Knowledge of supply management which includes requisitioning, bidding, purchasing, warehousing, distribution and accounting of materials, supplies and equipment
3. Ability to meet and work tactfully and effectively with principals, teachers, students, staff and the public
4. Ability to communicate effectively with persons of all levels in the school community
5. Three (3) to five (5) years experience in building, operations and maintenance, including administrative and/or supervisory experience, or any equivalent combination of training and experience which may be approved by the Board of Trustees of the Gulfport School District

SUPERVISES: N/A

REPORTS TO: Chief Operations Officer

JOB GOAL:

To provide efficient, safe customer service to all sites to support an environment conducive to learning

TYPICAL DUTIES AND RESPONSIBILITIES:

The Administrative Assistant for Risk/Warehouse/Custodial operations shall perform such duties and responsibilities as may be assigned, including, but not limited to, the following:

1. Shipping and receiving
2. Loading and unloading freight for district
3. Pulling and loading orders for other departments
4. Inventory counting and accountability
5. Paperwork reconciliation
6. Securing inventory and equipment
7. Being responsible for building security
8. Operating forklift in a safe manner and knowledge to become certified
9. Pull or add documents to the GSD Document Management System
10. Arrange shipping of copy paper from vendor to GSD sites
11. Coordinate and deliver copy paper to GSD sites
12. Pull and load custodial supplies for site delivery
13. Conduct physical inventory on custodial supplies twice a month
14. Perform such other appropriate and necessary duties and assignments as the Superintendent or immediate supervisor may direct

2 – Administrative Assistant to Risk Management, Warehouse, and Custodial Operations

TERMS OF EMPLOYMENT:

255 days annually, with adjusted holidays as needed for work schedules, with salary to be established by the Board of Trustees

EVALUATION:

Performance of the Administrative Assistant for Operations will be evaluated annually in accordance with the evaluation procedures of School Board Policy