

JOB POSTING – WAREHOUSE MANAGER

Monday – Thursday, 6:00 am to 10:00 am, Part-time, Start: September 2, 2025, Wage per Classified Wage Scale

EDUCATION/CERTIFICATES:

- High school diploma or (GED)
- Preference may be given to applicants with previous experience
- Must have a general understanding of Material Safety Data Sheets (MSDS)
- Valid Idaho Driver's License and good driving record

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions, short correspondence, and memos
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees

MATHEMATICAL SKILLS:

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Compute rate, ratio, and percent

SKILLS AND ABILITIES:

- Apply common sense understanding to carry out detailed written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Work in a friendly manner with co-workers and students, plan work schedules, and direct assistants

PHYSICAL DEMANDS:

- Regularly required to use hands to handle, reach, and feel
- Frequently required to stand, walk, climb, balance, stoop, kneel, and crouch
- Occasionally required to sit, crawl, taste, and smell
- Frequently lift and move up to 70 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

PERFORMANCE RESPONSIBILITIES

- Receive, store, and distribute material, tools, equipment, and products within School District
- Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed
- Convey materials and items from receiving or production areas to storage or to other designated areas
- Sort and place materials or items on racks or shelves, according to predetermined sequence such as size, type, style, color, or product code, and rotates according to schedule
- Sort and store perishable goods in cooler
- Fill requisitions, work orders, or requests for materials, tools, and other stock items, and load/assemble orders from stock and places on delivery truck
- Mark materials with identifying information, open boxes, crates, and other containers
- Record amounts of materials or items received or distributed
- Weigh or counts items for distribution within school district to ensure conformance to standards
- Use computer to enter records and compile work sheets or tickets from customer specifications
- Drive van to transport stored items from warehouse to other locations in the school district, and deliver breakfast and lunch to alternative school
- Complete requisition forms to order supplies from vendors
- Maintain inventory records and organize and update MSDS
- Other duties as assigned

Anyone interested in transferring to this position should submit a "Request for Transfer" form to the District Administration Office before September 4, 2025.

POSTED 8/26/25

Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.