

# Springfield Public Schools

## Utility Materials Worker - Full Time/12 months - 42nd Street Warehouse (17/18-C106)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Utility Materials Worker - Full Time/12 months - 42nd Street Warehouse</b>
<i>Posting ID</i>	<b>17/18-C106</b>
<i>Description</i>	<p>Springfield Public Schools seeks outstanding candidates for the position of full time Utility Materials Worker at the 42<sup>nd</sup> Street Maintenance Center. This position receives, records, stores and distributes supplies, materials, office equipment, office and classroom furniture and other equipment as directed. This position is also responsible for operating commercial laundry equipment in support of in-house laundry services and providing back-up support to custodians as assigned. This position works eight (8) hours per day from 7:00 a.m. to 4:00 p.m. Monday through Friday for 12 months.</p> <p><b>Successful candidates</b> will possess the following qualifications that support our district vision “<i>Every Student a Graduate Prepared for a Bright and Successful Future</i>”:</p> <ul style="list-style-type: none"><li>• Valid Oregon State driver’s license—CDL required</li><li>• Knowledge of how to safely and effectively handle and move equipment, furniture, supplies and materials</li><li>• Basic working knowledge of perpetual inventory systems and protocols, and delivery routing experience preferred</li><li>• Knowledge of effective cleaning practices, procedures and equipment</li><li>• Ability to operate material handling equipment such as forklifts, pallet jacks, lift gates, hand trucks</li><li>• Ability to perform basic mathematical computations with skill and accuracy</li><li>• Ability to physically perform assigned duties (lift objects up to 100 lbs.)</li><li>• Knowledge and use of safe material handling practices</li><li>• Willing to work as part of a team</li><li>• Outstanding communication skills and customer service skills</li><li>• Ability to understand and carry out oral and written instructions, policies and procedures in English</li><li>• Ability to communicate effectively with other employees and students using tact, courtesy and good judgment</li><li>• Ability to operate standard cleaning equipment such as vacuums and hand cleaning tools</li><li>• Ability and commitment to practice cultural competency and demonstrate respect for diversity</li></ul>
<i>Shift Type</i>	<b>Full Time</b>
<i>Salary Range</i>	<b>Range 9 / Hourly</b>
<i>Location</i>	<b>WAREHOUSE</b>

#### Applications Accepted

*Start Date*                      **06/29/2017**