



## **Job Description**

**JOB TITLE:** General Laborer - Warehouse  
**DEPARTMENT:** Stores  
**RESPONSIBLE TO:** Supervisor of Stores  
**DATE:** September 2025

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### ***JOB CONTENT:***

Assists with the physical and logistical tasks of receiving, locating, processing, storing, and issuing materials, supplies, and salvage materials. Assists with cycle count activities and/or physical inventories to count materials and completes necessary paperwork required. Assists with pick-up and delivery of materials to various departments. Operates equipment and vehicles used in moving and storing materials and supplies, such as a forklift, pallet truck, etc., and maintains ongoing certifications. Assists in the sorting and disposing of both return and salvage materials. Delivers packages and mail as needed within the organization. This position is subject to pre-employment and random drug screening and is responsible for adhering to the Board's standards for a drug-free workplace.

### ***DUTIES AND RESPONSIBILITIES:***

1. Performs the physical and logistical tasks of receiving, locating, processing, storing, and issuing materials, supplies, and salvage materials. Completes necessary paperwork, both manually and electronically, as required, to reflect these tasks.
2. Assists with cycle count activities and/or physical inventories to count materials and completes the necessary paperwork.
3. Operates equipment and vehicles used in moving and storing materials and supplies, to perform assigned work.
4. Washes and cleans vehicles and equipment as necessary or directed.
5. Maintains assigned equipment and tools in a clean, usable, and safe condition at all times.
6. Makes recommendations and keeps his/her supervisor apprised of tools, malfunctions, safety-related issues, and other equipment failures.
7. Knowledge of safety and security procedures, promotes and demonstrates good judgment to observe procedures, and uses equipment and materials properly.
8. Maintains a well-groomed, professional appearance and conducts himself/herself in a professional and courteous manner.

9. Consistently at work on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
10. Presents a positive image of the Board and a caring attitude toward our customers and other employees.
11. Performs other tasks and duties as directed.

***SUPERVISORY RESPONSIBILITY:***

None. May direct the work of part-time employees or other general laborers as necessary.

***EDUCATION AND TRAINING:***

Must have a high school diploma or GED. Must have the ability to receive and carry out both oral and written instructions safely and efficiently. Must have the ability to work independently. Must have the ability to learn basic PC and keyboarding skills. Must be certified in current first aid practices. Must have and maintain a valid Tennessee Driver's License.

***RESPONSIBILITY:***

Responsible for performing all work safely and in accordance with applicable safety and work rules to assure personal safety and the safety of others in the work area. Responsible for proper handling and use of equipment. Responsible for operating Board vehicles and equipment on public roads, as well as both public and private property, in accordance with all applicable safety rules and regulations. Responsible for accurately documenting all received, issued, stored, and salvaged materials and supplies.

***INTERNAL AND EXTERNAL CONTACTS:***

Daily contact with employees and supervisors in the department and other departments on an individual basis. Occasional contact with the public on an individual basis.

***PHYSICAL DEMANDS OF JOB:***

Requires frequent manual lifting, pushing, and pulling up to 50 lbs. Requires frequent bending, stooping, walking, climbing ladders/stairs, and getting on/off, in/out of vehicles and equipment. Requires a high level of mental and visual alertness at all times. Physical demands for this position may vary and/or exceed those demands described above.

***WORKING CONDITIONS:***

Works inside the warehouse or outside in all kinds of weather during all seasons of the year as work requires. Subject to call-in at any time for emergency work.