



MOORE COUNTY SCHOOLS  
*Growing to Greatness*

<b>Title:</b>	Textbook Coordinator/Warehouse Technician
<b>Reports to:</b>	Supervisor for Maintenance
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	Pay Grade 63

- Qualifications:**
- Graduation from High School or equivalency
  - Two to three years experience in bookkeeping, basic accounting, inventory control, janitorial services and equipment, and warehouse operations, or related field
  - General knowledge of computer applications
  - Valid North Carolina Driver's License

**Supervises:** None

**Essential Job Functions:**

1. Coordinates with IT and Curriculum regarding textbook ordering and tracking system
2. Coordinates the receipt, processing, and distribution of textbooks and teacher materials
3. Enters textbook requests from schools, breaks down orders and prepares textbooks for distribution to schools
4. Redistributes textbooks from different schools to meet demand and control inventory
5. Maintains complete inventory of textbooks
6. Performs annual audit of textbooks
7. Manages budget for textbooks and custodial supplies
8. Coordinates adoptions with curriculum specialists and textbook representatives
9. Provides modified text materials for visually and hearing impaired students
10. Communicates with school personnel, textbook coordinators, and parents to address needs, concerns, and questions
11. Supervises and coordinates the receipt, stocking, and distribution of items at the central warehouse
12. Solicits for bids, orders, and maintains maintenance, grounds, gym floor, and custodial supply inventories
13. Keeps up-to-date on cleaning supply products and arranges staff development, as needed
14. Maintains applicable Safety Data Sheets in book form for all chemicals in use within the maintenance and custodial areas
15. Utilizes forklift to load and unload supplies, as needed
16. Conducts inventory reviews and prepares written reports, as required
17. Maintains warehouse areas clean and free of safety hazards
18. Maintains gas log and invoices schools accordingly
19. Coordinates proper disposal of surplus items via use of the on-line auction service
20. Serves as the liaison between the contracted custodial supply and training contractor and the custodians and school administrators
21. Inspects all school buildings and campus grounds for cleanliness and appearance, identifying deficiencies and providing recommendations to school administrators for corrections
22. Trains and advises all custodians on proper cleaning practices and equipment use
23. Maintains close contact with school administrators and custodial staff to ensure that system standards are maintained, ascertaining training needs, and discuss any problems or concerns
24. Works with school administrators on area assignments and job duties for school custodians
25. Demonstrates, trains, and advises custodial staff on floor cleaning and waxing procedures
26. Assists school administrators and lead custodians in planning, organizing, and implementing summer cleaning efforts
27. Performs periodic inspections to assist in ensuring that OSHA standards and environmental concerns are adhered to and maintained by custodial staff
28. Checks custodial equipment to make sure it is in proper working condition and maintained properly. Ensures general repairs such as changing belts, bags, filters, hoses, etc. are performed as necessary
29. Assists custodian at Central Office with floors, as needed
30. Communicates with staff to establish and maintain effective working relationships
31. Responds to after hour emergencies, as requested
32. Performs other duties and responsibilities as assigned by supervisor



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## Maintenance Department Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Textbook Coordinator/Warehouse Technician** job classification within the Maintenance Department of Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment