

ORANGE UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL SCIENCE MATERIALS ASSISTANT

DEFINITION

Under immediate supervision, builds and refurbishes science kits. Other responsibilities include packaging, labeling and inventory stock for the stock for the science kits and lifting and moving materials, kits and tubs.

REPRESENTATIVE DUTIES

Builds science kits from verbal and written instructions and prepares boxes for delivery to school sites; verifies each item against the inventory list; ensures inclusion of all required items; assists in checking in returned kits to warehouse; counts and restocks shelves from recycled and new materials; assembles, packages and labels these materials; performs inventory on stock on shelves; delivers live materials such as animals and insects to school sites; may drive to vendor sources to purchase and pick up materials or to school sites to deliver rush items; lifts and moves heavy materials with the assistance of a hand truck, pallet truck, and/or cart; operates a variety of types of office equipment such as a copier, calculator, and paper cutter; assists in cleaning the materials center by sweeping floors, dusting shelves, cleaning tables, and emptying trash; performs related duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Warehousing practices and principles.
- Oral and written communication practices and principles.
- Basic record-keeping techniques.
- Basic math.
- Operation of office equipment including a copier, calculator, paper cutter, and scale.
- Safe working methods and procedures.

Ability to:

- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Pay close attention to detail oriented tasks.
- Communicate effectively orally.
- Establish and maintain cooperative and effective working relationships with others.
- Lifts objects weighing up to 50 lbs.

TRAINING AND EXPERIENCE

Any combination equivalent to graduation from high school with clerical experience preferred.

LICENSSES AND OTHER REQUIREMENTS

Valid California driver's license

WORKING CONDITIONS

Warehouse environment subject to more extreme temperatures.
Exposure to chemicals and mechanical devices.

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PHYSICAL ABILITIES

Hearing and speaking to exchange information

Visual concentration in working with small items

Dexterity of hands and fingers to work with small items

Lifts and moves materials up to 50 lbs

Standing for long periods of time

Reaching overhead, above the shoulders and horizontally