



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

WAREHOUSE WORKER PURCHASING DEPARTMENT

POSTING DATE
September 18, 2018
OPEN UNTIL FILLED

Number of Days Employed: 260
Working Hours: Flexible
Paygrade: 3
Hourly Rate Range: \$13.32 - \$19.58

POSITION SUMMARY: This position is accountable for various tasks associated with warehousing and logistics. Key tasks include the gathering and delivery of inventory, correspondence, textbooks, equipment, and furniture (with assembly as necessary) for delivery throughout the District. Other tasks include the set-up and recording of meetings and special functions within and occasionally after working hours.

REPORTS TO: District Warehouse Foreman

MINIMUM SKILLS/QUALIFICATIONS:

1. *High School Diploma or GED from a state accredited high school or educational program
2. A Valid Texas Driver License with an acceptable driving record
3. Working knowledge of the English language, both written and spoken
4. Experience in warehouse operation preferred
5. Ability to operate hand tools and mechanical equipment
6. Ability to use audio-visual equipment
7. Ability to read instructions to assemble various purchased items
8. Meet the physical requirements of the position description

*High School Diploma or GED requirement is waived for HISD employees currently holding a position at the same paygrade as the position applying for within the same job classification.

APPLICATION PROCEDURES:

- **IN DISTRICT:** Employees must submit a complete resume and letter of interest
- **OUT OF DISTRICT:** 1) Must complete an online application to include work history
2) Must submit a resume

INTERESTED PERSONS MUST SUBMIT THE APPROPRIATE DOCUMENTS TO:

Mr. Elias Hernandez, Human Resources Auxiliary Coordinator
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
Phone (210) 989-4410
Fax (210) 989-4478

Applicants chosen for an interview will be contacted about the date and time.

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE.

The Harlandale Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law.

*An Equal Opportunity Employer
The following person has been designated as the Title IX Coordinator:
Diana Tudyk, Executive Director for Human Resources
102 Genevieve
San Antonio, Texas 78214
(210) 989-4410*