POSITION DESCRIPTION

Property and Supply Clerk

Revision Date: 09/15/2026

Reports to:	Principal
Supervises:	N/A

General Description of Duties (Knowledge, Skills and Abilities):

To assist with the educational process by maintaining CCS Government Vehicles, Inventories,

Salary Level

Level 2 - pursuant to Cherokee Central Schools Salary Schedule

Fair Labor Standards Act Status

Non-Exempt

Qualifications/Experience

Minimum Qualifications: Must have HS Diploma or GED.

Major Functions

FUNCTION: VEHICLE MAINTENANCE

- Service of vehicles according to recommended guidelines of motor vehicle; Implement and monitor a schedule for preventative maintenance to adhere to manufacturers specifications.
- Develop tracking system to provide monthly report on the use of vehicles; keep record of employee use, length of time vehicle used, mileage, gas and oil consumption, etc.
- Informs Supervisor of needed repairs or unusual maintenance problems with vehicles.
- Ensure vehicles are clean and fueled.
- Follow proper procedure to report all accidents, vehicle damage, employee injuries, and mechanical failure.

FUNCTION: INVENTORY AND PROPERTY RECORDS

- Maintain a Master Inventory List of all furniture, materials, electrical, technical and sensitive equipment in the school system that requires an identification number by federal, state or local policy.
- All new and transferred equipment or property will be appropriately numbered and added to the Master Inventory List.
- Master Inventory will be verified and up-dated at the beginning and end of the school year or at any needed time, i.e., when employees leave the school or new employee arrives.
- Master Inventory List will be verified with staff members responsible for the classroom or department. An inventory list will be given to the responsible staff member.
- Proper procedures are followed when transferring or disposing of equipment, materials and supplies.

Function: Physical Requirement

- Moderate to heavy physical effort is required much of the time depending on duties being performed.
- The job will require sitting, standing, walking, lifting, speaking, and visual and hearing acuity.
- Must be able to routinely lift, push, pull, and move objects weighing up to 50 pounds individually.
- Frequently required to move objects weighing up to 100 pounds with mechanical assistance (such as forklifts, hand trucks, or pallet jacks) or utilizing team-lifting techniques in compliance with company safety policies.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.

- **FUNCTION: DELIVERY AND PICK-UP OF CORRESPONDENCE**
- When needed, as back up, will do the mail run according to schedule.
- Deliver correspondence from various locations of school system to proper locations.

OTHER (NON-REGULAR)

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must possess the ability to multi-task.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.