



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
03/01/2004;01/01/06

JOB TITLE: Supply Clerk

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$10.16 - \$15.26 / hour

GRADE: 10

Coordinates the work activities of custodians who perform housekeeping, inventory and delivery of supplies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Maintains inventory and manages warehouse operations
- Inventories and requisitions supplies; distributes cleaning materials and supplies used in buildings.
- Prepares work reports, schedules and inventory reports on supplies. Keeps accurate list of surplus items for auctions and assist with auctions.
- Performs and directs the tasks of workers engaged in interior cleaning of parish buildings, supplies, and minor building repairs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience as a custodian. Two (2) years of supervisory experience is preferred.
- Knowledge of all materials, supplies, and equipment used in custodial work.
- Must have a valid Driver's License.
- Interpersonal skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to lift up to fifty (50) pounds to the waist.