

LITERACY COALITION OF PALM BEACH COUNTY

JOB TITLE: Inventory Specialist/Book Courier
LOCATION: Boynton Beach
CLASSIFICATION: Full-time, non-exempt
REPORTS TO: Reach Out and Read Coordinator

JOB SUMMARY:

The position is responsible for overseeing program books and supplies and overseeing the inventory process and deliveries for children's literacy programs. General work schedule: 9 a.m. to 5 p.m., Monday through Friday with occasional weekend work.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Prepare, place and track orders of program supplies and books ensuring that the Book Distribution Center is properly stocked with program supplies for designated children's literacy programs.
- Maintain inventory control records using the inventory data system to balance the inventory log with the physical inventory.
- Accept, sort, and organize orders of program supplies and books for pick-up or deliveries.
- Prepare (sticker), pack and deliver program supplies and books to program partnership sites throughout the County as directed by the Supervisor or the PC+ Lead Director
- Assist in ongoing space planning and organization of program supplies and books in the Book Distribution Center.
- Assist in pickup and delivery of general book donations for the Literacy Coalition.
- Assist in delivering and setting up for off-site Literacy Coalition events.
- Answer Literacy Coalition door and receive deliveries.
- Performs additional program duties as assigned according to agency needs.
- Oversee volunteers assisting with stickering of book inventory for designated literacy programs.
- Ensure maintenance of Literacy Coalition delivery van is completed as needed and service date record is maintained.
- Adhere to all company policies and procedures, including agency safety requirements.

POSITION REQUIREMENTS:

- High school diploma required.
- Strong oral communication and organizational skills are needed.
- Ability to work with people of diverse and multi-cultural backgrounds required.
- The position requires extensive travel in the local area and requires maintaining a valid Florida Driver's License with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Requires the ability to safely lift and move heavy boxes and equipment up to 50 pounds.
- Requires frequent walking, standing, bending, lifting, stooping, squatting, pushing

- and pulling.
- Noise level is usually quiet to moderate.

EQUIPMENT SKILLS NEEDED:

General telephone, computing, calculator, Microsoft Excel. Training provided in inventory software.

SALARY RANGE:

Commensurate with experience.

NON-DISCRIMINATION STATEMENT:

The Literacy Coalition does not discriminate against employees or clients on the basis of race, color, religion, sex, pregnancy, sexual orientation, national origin, age, disability, veteran's status, marital status, familial status or any other characteristic protected by Federal, State or local law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Literacy Coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.