



**Position Title:** Part-Time Warehouse Records Specialist

**Job Code:** 8221

**Reports To:** Warehouse Supervisor

**Grade:** A4

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Warehouse Records Specialist receives record boxes from all College departments to store at the warehouse for future records destruction.

**Duties & Responsibilities:**

- Retrieves boxes needed by department to conduct audits or records requests
- Makes sure records are kept for the correct amount of time required by state rules and regulations
- Palletizes record boxes received from the campuses.
- Receives, picks up, and delivers records boxes from College departments
- Handles the input of records received in the College records program and database
- Helps inventory all items with property control numbers
- Conducts minor repairs and maintenance to keep the warehouse in a clean and safe environment

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Knowledge of College campuses and departments, to file boxes by campus and department desired
- Microsoft programs used at the office
- Valid Florida driver's license required
- Forklift license preferred
- The College will provide training

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name