

# SOUTHWEST REGION SCHOOLS VACANCY ANNOUNCEMENT

**POSITION TITLE:** Facility and Food Services Expeditor and Records Assistant  
**PAY RANGE:** \$21.79/hour DOE  
**LOCATION:** District Office, Dillingham, Alaska  
**HOURS/WEEK:** 40 hours/week  
**OPENING DATE:** September 18, 2020  
**CLOSING DATE:** Until Filled

## **FACILITY AND FOOD SERVICES EXPEDITOR AND RECORDS ASSISTANT**

### **DEFINITION**

Under general supervision of the Maintenance Director, warehousing, receiving, and transportation are combined with maintenance and food service tasks to keep the district office and eight school sites running efficiently and effectively throughout the school year.

### **TYPICAL TASKS**

1. Performs shipping, receiving, and transportation functions for the district office.
2. Expedites the delivery of materials, supplies and equipment to sites. Keeps accurate supply inventory, work, food service and maintenance records.
3. Able to work independently and self-motivated to work with minimal supervision.
4. Prepares plans necessary to accomplish work.
5. Coordinates all shipping with all departments, sites and athletic director.
6. Requisitions all parts and materials as needed.
7. Keep organized food service and maintenance orders/paperwork on a spreadsheet as directed by his/her supervisor.
8. Performs other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. College education or work experience is preferred
3. Ability to communicate well with others and have strong interpersonal skills.
4. Ability to maintain accurate records and follow verbal and written instructions
5. Ability to operate Excel or Microsoft Word to perform various tasks.
6. Sufficient strength, agility and dexterity to perform all required tasks.
7. Ability to work out-of- doors in a variety of temperatures and climate conditions.
8. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
9. Available for emergency situations on evenings, weekends and holidays.
10. Ability to become HAZWOPER certified.
11. Valid Alaska driver's license.

For more information or to apply, please contact:

Randy Finkenbinder, Maintenance Director  
OR  
Barbara Andrew, Personnel Officer  
(907) 842-5287