

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Laborer – School Lunch

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: February 27, 2019

Starting Salary: \$27,040.00

Union: Seafarers International Union

GENERAL STATEMENT OF DUTIES

An employee in this position performs work including receiving, storing, and distributing goods to schools. Employee receives general supervision from the Warehouse Manager. Work is reviewed for efficiency and effectiveness by the supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Assist the Warehouse Manager in the successful and timely flow of work production;
- Integrate best practices in handling goods;
- Receiving, moving, verifying and storing incoming goods;
- Assists in ensuring inventory is properly accounted for and documented
- Checking and inspecting goods received and ensuring they are of accurate quantity, type and acceptable quality;
- Selecting space for storage and arranging for good to be placed in the designated area;
- Loading and unloading vans, trucks and other vehicles;
- Operating a forklift, boom truck and front-end loader
- Maintaining machinery and trucks;
- Assist with delivery and pick up preparation;
- Assembles orders from stock and places orders on pallets or shelves;
- Records amount of goods or items received or distributed;
- Responsible for organization of all stored supplies and their distribution on a needs basis;
- Schedules the pickup of materials with other schools, activity centers and other locations;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of warehousing and storage requirements involved in stocking a variety of

materials, accurately counting items/supplies, picking up orders, packing required items/supplies and delivery process;

- Knowledge of warehouse supplies receiving and storage;
- Knowledge of record keeping practices and methods;
- Knowledge of federal safety guidelines;
- Ability to read, understand and give clear oral or written instructions, shipping orders, department paperwork, and safety warning labels;
- Ability to inspect merchandise and other supplies to ascertain proper
- Ability to prioritize work tasks according to department requirements;
- Ability to work effectively under pressure or deadlines;
- Ability to work effectively in a team environment;
- Ability to work in a fast-paced, changing environment;
- Excellent organizational skills;
- Ability to establish and maintain effective working relationships;
- Ability to lift seventy (70) pounds or more.
- Ability to exercise sound independent judgment in carrying out functions of the position.

EDUCATION AND EXPERIENCE:

- Graduate from high school or possession of a GED certificate.
- Experience in performing a variety of manual tasks, including some experience in the operation of any of the kinds of equipment representative of this class.
- Valid Virgin Islands License

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate

NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE