



## FURNITURE PROCESSOR

Job Code: 401ABE  
Bargaining Unit: AFSCME  
Effective Date: 7/28/2011

### Description of Work

#### General Statement of Duties

Performs skilled clerical and technical work involving the distribution and warehousing of furniture, equipment and materials at the District furniture warehouse facility including preparing specifications and product performance standards for furniture and equipment; defining user needs; approving the order, storage and issuance of furniture and equipment; and performing related duties as required.

#### Supervision Received

Works under the general supervision of a unit, division or department head.

#### Supervision Exercised

May provide day-to-day work direction for staff assigned to work in the furniture operation.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Coordinates the operation of the furniture warehouse; opens and closes the building daily; determines storage locations for all furniture and other products delivered to that site; processes all items received, all outbound orders and all related issues.

Receives and processes building requests for furniture; fills furniture orders.

Prepares work orders and determines material changes to be made.

Assigns work and provides day to day work direction to staff assigned to work in the furniture operation.

Provides customer service; answers telephones; responds to customer inquiries, including in-person and via e-mail; analyzes customer comments to expand assistance, improve efficiency and reduce costs.

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### **Typical Duties Performed (continued)**

Performs on site inspections to determine building furniture needs, broken furniture and surplus furniture throughout district school buildings.

Maintains inventory; determines items to be stocked, stocking levels and reorder points; receives deliveries.

Establishes and reviews methods and systems for handling and distributing furniture throughout the district.

Processes new, used and donated furniture product; determines furniture usability; repairs or recycles broken and surplus furniture.

Contacts vendors and coordinates deliveries and service to the furniture warehouse; maintains vendor product information and lead-time schedules.

Prepares and maintains a variety of records, reports and files.

Performs moderate physical activity, including the lifting and moving of heavy objects.

Contributes to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

### **Knowledge, Skills and Abilities**

Working knowledge of the equipment, forklifts, vehicles and other items and materials that are used at a furniture warehouse.

Working knowledge of the furniture and equipment used in an education setting.

Working knowledge of inventory management and ordering processes.

Working knowledge of bookkeeping practices and procedures.

Working skill in driving a sedan or light truck.

Considerable ability to determine priorities, plan, organize, coordinate and carry out work programs.

Considerable ability to interact with school personnel, students and the public in a tactful and effective manner.

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### **Knowledge, Skills and Abilities (continued)**

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to follow complex oral and written instructions.

Considerable ability to operate vehicles, forklifts and other equipment used at a furniture warehouse.

Working ability to perform physical labor including lifting and moving heavy objects.

Working ability to maintain records on paper and to access information in a computerized inventory control system.

Working ability to coordinate the utilization of resources, such as inventory, staff time and assigned budget for inventory.

### **Minimum Qualifications**

High school graduation or GED and two years of experience in furniture repair, assembly and installations or equivalent. Must possess a valid Minnesota Class D driver's license or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking-related offenses excluded).