

DeKalb County Board of Health

Hourly Warehouse Worker Position # 10554 (\$15 Per Hour – Up to 29 hours per week)

POSTED: April 19, 2021

DEADLINE TO APPLY:

May 3, 2021

LOCATION: Warehouse/Internal Services

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

DUTIES: Under broad supervision, responsible for performing an array of duties such as receiving and processing incoming stock and materials, picking and filling work order requests from stock, or managing, organizing, and retrieving materials, equipment, and other items. Assists in performing routine work orders and supply deliveries in support of the agency. Performs manual and clerical tasks involved in the distribution of supplies and materials. Rearranges/organizes property to include records retention and storage items.

MINIMUM QUALIFICATIONS: Vocational/Technical degree from an accredited college **AND** One year of experience in shipping and receiving **OR** High school diploma or GED **AND** Two years of experience in shipping and receiving **OR** One year of experience at the lower level Supply Warehouse Clerk 2 (FES011) or position equivalent. Note: Some positions require possession of valid driver's license.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, must have valid Georgia driver's license, with no violations of speeding of more than 19 mph, no fault accidents, no reckless driving, and no DUI's. Also, three years of full-time paid experience in a warehouse atmosphere, and the ability to lift up to fifty (50) pounds. Excellent verbal and written skills desired.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov