

P.O. BOX 305

BETHEL, AK 99559

PHONE: 543-4886, FAX: 543-4900

**IN/OUT DISTRICT POSITION ADVERTISEMENT: CLASSIFIED**

PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST.. PLEASE POST

POSITION: **TEMPORARY WAREHOUSE PERSON**

DEPARTMENT/SITE: **BUSINESS OFFICE**

**QUALIFICATIONS:** High school diploma or equivalent required.  
Ability to live and work in a cross-cultural, rural Alaskan environment.  
Must pass a criminal background check.

1. High School Diploma or GED.2. Valid Alaska Drivers License. Must be insurable under the district's regular automobile insurance policy.3. Ability to type at least 30 wpm with reasonable accuracy.4. Demonstrated ability to know and understand major building equipment components and terminology.5. Maintenance experience preferred.6. Ability to work with a minimum of supervision.7. Organizational abilities and ability to work with the public.8. Ability to converse with vendors and agencies, by way of correspondence or phone, with minimum supervision.9. Ability to live and work in a cross-cultural, rural Alaskan environment.10. Ability to carry out successfully the duties described below.

1. Assists in maintaining appropriate records; such as property control, inventory, and other ledgers-records as required or needed.2. Receives, delivers, stamps, sorts, and accounts for shipment contents of mail parcels, freight and other commodities.3. Maintains receiving records as required.4. Assists in issuing parts, supplies, and equipment, and maintaining in-district transfer forms and files.5. Maintains warehouse in an orderly manner.6. Performs other duties as assigned.

Terms of Employment      Temporary June 1, 2018-July 31, 2018

Classification #:

Salary      8AM TO 4:30 PM Mon-Fri/14.66 Hourly

**Closing Date**

**Open Until Filled**

**To apply for an in-district position, you must be a permanent employee in the same classification as the posted position.**

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, AK 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at [www.lksd.org](http://www.lksd.org). The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

**If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00 pm on the closing date.**