

**Job Title:** WORKER, TEXTBOOK/SAFETY  
**Reports to:** Clerk, Textbook/Safety  
**Dept./School:** Administration  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** APRIL 19, 2021

### **Primary Purpose**

Assist the Textbook/Safety Clerk with textbook/safety duties as assigned.

## **QUALIFICATIONS**

### **Education**

High school diploma or GED

### **Special Knowledge/Skills**

Ability to follow directions and perform tasks as required.

Able to work without constant supervision.

Able to work in physically demanding conditions.

### **Experience**

Two years' experience in service related areas. Preferably warehouse or distribution.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Safety Program Management**

1. Assist the Textbook/Safety Clerk in identifying safety concerns.
2. Assist Textbook/Safety Clerk in performing facilities safety inspections on district buildings and playgrounds.
3. Assist Textbooks/Safety Clerk with scheduling and performing annual fire inspections of all facilities.
4. Assist Textbooks/Safety Clerk with filing of all reports as directed.
5. Coordinate with and assists Operations Coordinator with annual fire inspections of all facilities
6. Assist with annual district wide fire extinguisher inspections as directed.

### **Budget and Inventory**

7. Assist Textbook/Safety Clerk in selection and purchase of safety supplies and materials as needed.

### **Policy, Reports, and Law**

8. Assist Textbook/Safety Clerk in maintaining district and department safety manuals.
9. Assist Textbook/Safety Clerk with compliance and maintenance of district material safety data sheets (MSDS).
10. Assist in compiling, maintaining, and filing all physical and computerized safety reports, records, and other documents required.
11. Assist Textbook/Safety Clerk in preparing annual fire inspection report.

**Textbook Clerk Duties**

- 12. Assist Textbook/Safety Clerk with records of textbook activity including textbook distribution to and transfer from all schools within the district.
- 13. Ensure that all books are numbered and that "property of the State of Texas" is printed on the inside cover of all textbooks.
- 14. Assist Textbook/Safety Clerk to prepare a listing of all textbooks lost or destroyed, by campus, and prepare the annual statement.
- 15. Assist Textbook/Safety Clerk distribute all textbook shipments for the district and report all shipment errors and/or discrepancies.
- 16. Assist in conducting an annual physical inventory of all textbooks in the district.
- 17. Assist to complete the necessary state forms to order textbooks as needed.
- 18. As directed by Textbook/Safety Clerk pick up out-of-adoption textbooks and prepare the forms for shipment.
- 19. Perform as directed by Textbook/Safety Clerk to receive, store, and issue all textbooks and textbook samples to all campuses.

**Other**

- 20. Perform other duties assigned by supervisor.
- 21. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Pick-up truck (standard or automatic)  
 Typewriter  
 Computer  
 Fork lift

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking, standing, climbing, crawling, and reaching. Work outside and inside, on slippery or uneven walking surfaces and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_

