

JOB OPENING

PEORIA PARK DISTRICT – PURCHASING DEPARTMENT

WAREHOUSE LOGISTICS INTERN

POSITION: INTERNSHIP / PAY RATE: \$13 PER HOUR (HIGH SCHOOL LEVEL) OR \$16 PER HOUR (COLLEGE LEVEL) / LOCATION: PURCHASING DEPARTMENT

RESPONSIBILITIES

- Receiving items, double checking against the packing slip.
- Placing stock items in their appropriate warehouse location.
- Placing orders for special orders.
- Fulfilling orders placed for stock items.
- Separating received items to be delivered.
- Performing inventory checks for adjustments.
- Delivering all orders to the requisitioner.
- Learning to use equipment to include hand truck (dolly), power pallet jack, etc.
- Following all safety procedures that pertain to the duties performed; supporting all aspects of the District's safety program.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Knowledge of computers including Microsoft Office Suite.
- Ability to work independently and maintain a flexible schedule.
- Ability to learn and work with hand truck (dolly), power pallet jack, etc.
- Ability to become forklift certified, depending on age.
- Ability to lift and carry up to 50 lbs.
- Status as a current High School or College student.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

OTHER

- Under the general supervision of the Purchasing Supervisor.
- To apply for this internship: Please complete the Employment Application Form located at: <https://peoriaparks.aaimtrack.com/jobs/>

