

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>PRINT SHOP HELPER</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Must be able to lift/move weight necessary to perform the work assigned
- Must possess a valid Florida driver's license

**Desired Qualifications:**

- Computer experience

**Performance Responsibilities:**

- Assist skilled employees in a variety of tasks, including but not limited to bundling, stapling, binding, laminating, cutting and palletizing
- Clean tools and work areas
- Transport materials, tools and supplies
- Cover as courier or warehousemen when needed
- Assist in inventory counts for warehouse when needed
- Participate in all job-related and safety-related training
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the assigned designee and is under the general supervision of the Director of Facilities and Support Operations Division and/or designee

**Evaluation:**

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level C

**Job Code:**

81050

Board Approved: 06/10/14  
Revised: 7/6/2015