

WAREHOUSE WORKER**DEFINITION**

Under direct supervision, to perform manual and clerical duties involved in receiving, filling requisitions; preparation and delivery of supplies to and from school and departments; loading and operating warehouse and delivery equipment; and to do related maintenance and repair work as assigned. The person in this position may, be required to deliver district mail to and from schools and departments.

DISTINGUISHING CHARACTERISTICS

This position classification carries out the procedures required for receiving, storing, processing, and delivery of supplies and materials from a central storage area to the school and department sites.

ESSENTIAL FUNCTIONS

Unloads supplies to dock from vendor delivery trucks.

Packs, loads, prepare, and delivers educational supplies and materials according to prescribed schedules.

Checks receipts with purchase orders to insure correctness of orders.

Verifies quality and quantities of supplies and materials received.

Shelves, rotates, or places stock received in proper storage areas.

Assists in periodic physical inventories of stock on hand.

Operates delivery trucks, conveyors, and may operate forklift.

Keeps shelves and goods clean, sweeps, and dusts stock and warehouse.

Takes partial responsibility under supervision for maintaining adequate inventory of all materials.

Under direction, may supervise high school students during peak periods.

QUALIFICATIONS**Knowledge of:**

Methods and practices of storing, handling, wrapping, and delivery of supplies and materials; warehouse and safe driving practices.

Ability to:

Lift and move heavy objects; operate a forklift and drive light and heavy duty trucks; maintain simple clerical and inventory records; keep accurate and current records of warehouse transactions; ability to work with work with the public, students and school personnel tactfully and courteously; learn to operate computer related equipment for inventory control purposes; correctly demonstrate sufficient strength, mobility and range of

motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation; follow verbal and written directions.

Experience and Education:

At least one year of experience as a laborer, helper, truck driver, or similar work involving duties comparable to those listed above. Equivalent to completion of the twelfth grade.

License:

Possession of a valid California driver's license.

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