

WAREHOUSEPERSON

DEFINITION

Under general supervision, to perform manual and clerical duties involved in receiving, storing, and filling requisitions, including cafeteria supplies and foodstuffs; preparation and deliveries to and from schools and departments; loading and operating warehouse and delivery equipment; to perform inventory control to maintain critical stock level of warehouse supplies; and to do related maintenance and repair work as assigned. Incumbents may deliver district mail to and from schools and departments.

DISTINGUISHING CHARACTERISTICS

This position classification has responsibility for the District warehouse operation, and works with the Purchasing Dept. to carry 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, prepares 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.

Recommends reorder of certain expendable stock items to maintain necessary supply levels.

Performs periodic physical inventories of stock on hand and maintains adequate inventory of all materials.

Operates delivery trucks, conveyors, and may operate forklift.

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

May supervise high school students and other warehouse help during peak periods.

QUALIFICATIONS

Knowledge of:

Methods and practices of receiving, storing, handling, wrapping and issuing of supplies and materials; stock control and inventory procedures; warehouse and safe driving practices.

Ability to:

Lift and move heavy objects; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation operate a forklift and drive light and heavy duty trucks; make arithmetical calculations and maintain accurate and current clerical and inventory records; learn to operate computer-related equipment for inventory control purposes; follow verbal and written directions; work with the public, students and school officials tactfully and courteously.

Experience:

At least two years of experience as a warehouse worker, truck driver, or similar work involving duties comparable to those listed above.

Education:

Equivalent to completion of the twelfth grade.

License:

Possession of a valid California driver's license.