

DELANO UNION SCHOOL DISTRICT

Utility / Warehouse Worker

Brief Description of Job

Under general supervision, performs functions related to the operation of the District Media Center and functions pertaining to the warehouse and distribution operation. Performs a variety of record and inventory control functions pertaining to the warehouse and distribution operation. Performs other related work as required.

Administrative Relationship

Works under the supervision of the Director of Food Services, Maintenance, Operations and Transportation, or as directed by the Assistant Superintendent - Business.

REQUIRED QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques of operating photocopiers and other printing-related equipment. Methods, procedures, and techniques pertaining to the receiving, distribution, and control of goods, materials, supplies, and equipment; routine record management processes; performs safe working methods and procedures.

Ability to:

Efficiently operate high production photocopiers and other printing-related equipment. Effectively and efficiently receive, store, and distribute warehouse goods, materials, and supplies; perform routine clerical and moderately heavy manual functions; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience:

One (1) year of experience in printing or media production or related field. One (1) year of experience in a warehouse distribution operation, including the operation of a delivery vehicle and/or forklift.

Education:

Graduation from high school or equivalent. Must have the ability to read and write at the level required for successful job performance.

License Requirement:

Possession of a valid California motor vehicle operator's license.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Processes requests for media production in an efficient manner
2. Performs minor repairs of media production equipment
3. Distributes finished materials to district sites in a timely manner
4. Maintains the Media Center in a neat, orderly, and secure condition
5. Assists Warehouse Worker with receiving warehouse goods, materials, and supplies
6. Fills warehouse requisitions and orders; completes necessary clerical functions
7. Packages items and prepares them for delivery
8. Assists with the maintenance of a variety of warehouse-related files and records
9. Operates warehouse equipment, such as a forklift, pallet jack and hand truck
10. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirement:

- | | | | |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51-75% |
| 2. Occasional | = 26-50% | 4. Very Frequent | = 76% and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations
- 4 b. Ability to stand for extended periods of time
- 3 c. Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter
- 3 d. Ability to hear and understand speech at normal levels
- 2 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, stoop, kneel, crawl, push and pull
- 2 g. Ability to lift at least 40 lbs.
- 3 h. Ability to carry at least 15 lbs.
- 3 i. Ability to reach in all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.