

DELANO UNION SCHOOL DISTRICT

Warehouse Worker

Brief Description of Job

Under general supervision, performs functions related to both the operation of 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 Maintenance, Operations and Transportation and the Operations Supervisor or as directed by the Superintendent or designee.

REQUIRED QUALIFICATIONS

Knowledge of:

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:

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:

Two (2) years experience in warehouse work or equivalent.

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. Sorts and delivers district mail;
2. Maintains the warehouse in a neat, orderly and secure condition;
3. Acts as receiving clerk: receiving warehouse goods, materials, and supplies;
4. Fills warehouse requisitions and orders; completes necessary clerical functions;
5. Packages items and prepares them for delivery;
6. Keeps the maintenance of a variety of warehouse-related files and records;
7. Operates warehouse equipment, such as a forklift, pallet jack and hand truck;
8. 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
- 2-3 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 4 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.
- 4 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.