

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Warehouse Clerk
Job Family:
Department: Student Nutrition
Typical Work Year: 12 months

Pay Grade: Support Staff, Range 4
FLSA Status: Non-exempt
Prepared Date: July 1, 2015

SUMMARY: Responsible for delivering items received/processed at the Central Administration Warehouse. Transports farm to school products. Prepares mail for the post office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary.*

- | | | |
|---------|-----|--|
| D | 30% | Load items received/processed at the Central Administration Warehouse. |
| D | 10% | Pick up cash/checks from school offices and kitchens. |
| D | 30% | Transport farm to school products. Coordinate food bank deliveries between the Mana Soup Kitchen and school offices |
| D | 20% | Prepare letters/packages for processing with the United States Postal Service, UPS, and Federal Express including metering mail. |
| D | 5% | Maintain a clean and organized warehouse. |
| Ongoing | 5% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire. Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Basic problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with others.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of manual pallet jacks required within 1 month of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Student Nutrition Supervisor

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			X
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy	X			
Coordinate			X	
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date