

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Warehouse Worker

DESCRIPTION OF BASIC RESPONSIBILITIES

To maintain required inventory levels, ensure that specifications, quantities, and qualities of orders are correct, verify stock and identify losses, and maintain an organized warehouse layout.

SUPERVISOR: Director of Maintenance, Operations & Transportation

TYPICAL DUTIES:

1. Receives and stores supplies, equipment, and food items in and out of warehouse and storage facilities.
2. Inspects items received for damage, matches delivered items against packing slips and purchase orders.
3. Drives a District delivery vehicle over a designed route safely and efficiently.
4. Prepare orders of supplies, equipment, and food.
5. Receives stock requests, fills orders, and delivers to school sites/departments.
6. Loads and unloads delivery vehicle ensuring that all items and supplies are properly secured.
7. Maintains warehouse facility in an orderly, clean and safe condition.
8. Picks up and delivers media materials including textbooks, films, AV equipment, projectors, and VCRs to designated school sites.
9. Picks up and delivers materials, packages, and supplies to/from locations inside and outside of the District as required.
10. Picks up and delivers food, equipment and supplies between cafeterias, school sites, warehouse, and frozen food storage.
11. Receives stock and not-stock items to ensure specifications, quantity, and quality of order are correct.
12. Inspects warehouse equipment to maintain equipment in safe operating condition.
13. Stocks equipment and supplies to maintain required inventory levels.
14. Conducts physical inventories to verify stock and identify losses.
15. Assists in maintaining an up-dated filing system and inventory of all District purchases (equipment) over \$25.00.
16. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper warehousing and storage methods including proper food storage procedures;
- Safety precautions and standards associated with warehousing operations and related equipment.
- Proper inventory methods, procedures, recordkeeping, and filing systems.

Ability to:

- Understand and follow both oral and written instructions in an independent manner.
- Perform basic mathematical computations efficiently and accurately.
- Read and understand data processing printouts, purchase orders, stores catalog, and related materials.
- Use calculator and/or computer efficiently.
- Operate a District delivery vehicle safely.
- Operate a variety of standard warehouse machines and equipment including a forklift and handtruck in a safe and effective manner.
- Communicate effectively in both oral and written form.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Valid California Drivers License and evidence of insurability.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to use standard warehouse equipment;
- Significant strength to lift, move, push/pull, and carry heavy objects, and also to stoop/crouch and reach/handle.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.