

WAREHOUSE WORKER

Range 1-5

Definition:

Under supervision, receives incoming orders, stores and issues warehouse stock, makes deliveries and performs related duties as required.

Examples of Duties :

1. Receives, counts, inspects, and accounts for freight delivered on purchase order.
2. Operates a fork lift and a pallet jack.
3. Stores items received.
4. Pulls orders and supplies to fill requisitions, matching stock numbers with items ordered.
5. Rearranges stock on shelves, counts and records items for physical inventories.
6. Packs items for delivery.
7. Drives a truck, van or electric cart and makes deliveries and picks up orders ; may include, but is not limited to, supplies, mail, pay warrants, textbooks, packages and equipment.
8. Maintains warehouse logs and records.
9. Prepares and loads goods for shipment outside the District.
10. Files warehouse documents in alphabetical and numerical file.
11. Maintains warehouse in a clean and orderly condition.
12. Participates in surplus sales.
13. Operates a copy machine.
14. Delivers office and classroom furniture and performs minor, simple assembly.
15. Orders, files and issues print forms.
16. Communicates with District personnel regarding purchase orders and food service.
17. May perform the duties of Food Service Driver.
18. Rearranges and relocates on-site classroom furniture and equipment.

Minimum Qualifications :

Knowledge of :

Modern warehousing procedures relating to the receipt, storage, and issuance of goods, equipment, and supplies used in a school system; basic inventory procedures and forms; basic math; warehouse and mail delivery and pick up procedures; vehicle operation and routine maintenance;

proper methods of transporting, loading, unloading, wrapping, and shipping packages, supplies, and equipment.

Ability to :

Be insured at the regular District insurance rate; maintain effective and safe warehouse procedures; perform simple clerical and arithmetic work; operate a fork lift and a pallet jack; drive a truck, observing safe driving practices; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work; safely load, unload, and handle bottled gases and chemicals.

Experience: