

WAREHOUSE WORKER I

DEFINITION

Under general supervision, assist in the distribution of a variety of warehouse supplies, prepared hot and cold foods, materials and equipment; perform a variety of record and inventory control functions pertaining to a warehousing and distribution operation; and do other related work as required.

ESSENTIAL FUNCTIONS

Receive warehouse goods, materials, and supplies; check purchase orders and delivery documentation to ensure correctness of merchandise and freedom from damage; store received goods, materials, and equipment in specified warehouse areas; fill warehouse requisitions and orders and complete the necessary clerical functions; package warehouse items and prepare the items for delivery; assist in loading and preparing delivery documentation; assist in maintaining the warehouse in a neat, orderly and secure condition; assist in conducting the annual warehouse stock inventory; review warehouse stock on a continuing basis and report items which have reached a specified reorder point; label and mark warehouse items with a predetermined classification and identification code number; assist in maintaining a variety of warehouse related files and records; operate a variety of warehouse equipment, including a forklift, pallet jack and hand truck; drive a delivery vehicle to and from delivery sites; deliver hot and cold prepared foods.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing, and distribution operation;

Routine record management processes;

Inventory control methods and procedures;

Safe working and vehicle operational practices.

Ability to:

Effectively and efficiently assist in the operation of a receiving, storage, and distribution operation;

Perform routine clerical tasks;

Perform moderately heavy manual tasks;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in a warehousing and distribution facility, preferably in an educational organization

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp and reach.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II