

**Oroville Elementary School District  
Job Description**

**JOB TITLE: WAREHOUSE/GROUNDS WORKER**

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SALARY LEVEL:	32	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	Warehouse
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED:	September 13, 1995
		REVISED:	February 3, 2016

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**SUMMARY:** Under the direct supervision of the Director of Maintenance, Operations and Facilities, the warehouse/grounds worker is responsible for maintaining an inventory of warehouse stores, delivering orders, and receiving shipments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Complies with operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current.

Records and files monthly school inspection check list.

Orders, receives, copies, files and delivers all Material Safety Data Sheets.

Maintains accurate records of custodial, and paper supplies to work sites.

Inspects physical condition of warehouse and equipment. Prepares work order for repairs and requisitions for replacement of equipment. Assists with the cleaning of the maintenance facilities and warehouse on a regular basis, including the floors, sinks, and restrooms. Keeps the warehouse and surrounding area in a neat and orderly condition.

Communicates with supervisor to ensure coordination of warehouse activities with activities of other functions such as production, sales, records control, and purchasing.

Maintains an accurate inventory of school surplus items.

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Participates in personnel safety and plant protection activities.

Delivers all food, school equipment, textbooks, furniture, mail and general supplies to schools as requested, and checks such items against purchase orders and invoices.

Handles, stores, and transports food, chemicals, and cleaning supplies while maintaining a thorough knowledge of proper procedures.

Practices a knowledge of safe work practices pertaining to all aspects of warehouse work including MSDS, chemical storage, food storage, forklift driving and hazardous chemical spills.

Uses hand and power tools necessary to perform the duties assigned and cleans and maintains brushes, tools, and equipment used in the performance of these duties.

Does other utility work as assigned, such as moving supplies, furniture and equipment, loading and unloading trucks, painting, minor furniture repair, and general custodial work.

Operates delivery truck and forklift safely and in accordance with applicable laws and safety regulations.

Does minor construction work on buildings, including cement work.

Perform related duties, as assigned.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION AND/OR EXPERIENCE:** High school diploma (preferred) or general education degree (GED); one to three years of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations, and other employees of the organization and the public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

California Driver's License (required by the first day of service)  
California Department of Motor Vehicles printout of the employee's driving record required  
Class B License (may be required)  
Forklift certificate

**OTHER SKILLS AND ABILITIES:** Ability to operate forklift. Ability to process paperwork, such as invoices and inventory sheets, both manually and through the use of a computer. Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and sit.

The employee must regularly lift and/or move up to 50 pounds to a height of six feet, occasionally lift and/or move up to 75 pounds up to a height of five feet, and rarely lift and/or move up to 94 pounds to a height of three feet. However, while lifting amounts above 60 pounds a partner should be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and vibration. The employee occasionally

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works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

The position demands that a person be mentally alert and physically capable of handling heavy loads.

PCC:slc  
WAREHOUSE/GROUNDS WORKER  
previously Warehouse Worker