

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Human Resource Division

WAREHOUSE/UTILITY PERSON
Job Description

JOB SUMMARY

Under supervision of the Director of Maintenance and Operations, to receive, store, and distribute a variety of supplies, materials, furniture and equipment, and to do related work as required.

REQUIRED QUALIFICATIONS:

Ability to:

- Follow oral and written directions and to keep simple records;
- Follow a prescribed routine independent of close supervision and ability to exercise sound judgment in knowing when to refer questions to higher authority for decision;
- Work independently;
- Maintain cooperative and effective relationships with those contacted in the course of work;
- Represent and support the District in conversations with the public;

Knowledge of:

- Methods used in receiving, storing, issuing, and keeping records of supplies and equipment;
- Basic computer keyboard skills

Education:

- Any combination equivalent to graduation from high school.

Experience:

- One (1) year of experience in warehousing, storekeeping, messenger, or related work.

ESSENTIAL FUNCTIONS:

- Participates in the taking of periodic physical inventories;
- Performs manual and clerical duties in the central warehouse;
- Operates light vans and forklift as required;
- Delivers supplies, furniture, and equipment, and obtains necessary signatures of acceptance as required;
- Assures that work areas are maintained in a clean, safe and orderly manner;
- Orders for supplies and prepares for shipment to the location in the District;
- Check orders from Office Depot;
- Delivers inter-office mail daily; as needed
- Makes all off-campus errands and purchases of district supplies;
- Under the direction of the Child Nutrition Director, receive, stock and fill orders for cafeteria shipments. Responsible for completing all appropriate accompanying paperwork;
- Performs other related tasks as required.

LICENSES

- Possession of an appropriate California Driver's license issued by the California Department of Motor Vehicles.
- Must maintain insurability under the District's insurance policy.
- Maintain forklift operator certification.

WORKING CONDITIONS

Environment:

- Work includes indoor and outdoor environments;
- Office/warehouse environments subject to high and low temperatures, subject to constant interruptions.

Physical Abilities:

- Lifting, bending, pushing, frequent walking, frequent standing for long periods of time;
- Frequent handling of light to heavy supplies, furniture and equipment.
- Lift sixty (60) pounds;
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 9

Employment: 12- month employee

Approved: January 8, 2013