

Position: **Warehouse Person**
Department: **Warehouse**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 31**

DEFINITION

Under general supervision, transport, receive, store and issue supplies, textbooks, science supplies, instructional materials, equipment and tools.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Warehouse Supervisor or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: The Warehouse Person is responsible for the transport, receiving, storing and issuing of supplies. The Warehouse Parcel Courier is responsible for operating a vehicle to deliver items as directed and do related clerical and physical work. The Lead Warehouse Person is responsible for assigning, leading and monitoring the work of assigned staff and assists with overall supervision of warehouse operations.

EXAMPLE OF RESPONSIBILITIES

1. Receive, verify and clear purchase orders for payment.
2. Receive and inspect supplies and equipment to ensure compliance with purchase order. Enter receipt of material into online receiving system. Tag fixed asset items and enter data into Fixed Asset System.
3. Place stock hold items, supplies, materials and equipment in proper storage/staging locations.
4. Pull requisitions; issue materials, supplies and equipment from Warehouse stores. Distribute textbooks, science supplies and instructional materials from Library Services.
5. Drive assigned vehicle and use a pallet jack or forklift when picking up and delivering supplies, materials and equipment. Perform safety vehicle inspection prior to driving any Warehouse vehicle. Prepare and maintain route log with detailed delivery and pick up information. Maintain and file necessary records (i.e., vehicle service records, route logs, special delivery records, etc.) for directed amount of time.
6. Conduct physical checks and periodic cycle counts to maintain inventory of stock on hand. Verify rack and bulk locations.
7. Use pallet jack or forklift for daily operational needs. Some tasks include unloading, loading, movement of freight (incoming materials) and the placement of materials into bulk and/or rack locations.
8. Maintain Warehouse and delivery vehicles in a clean and orderly condition.
9. Lead the work of substitute Warehouse helper(s).
10. Inspect and ready surplus furniture and equipment for listing on internal web page.
11. Process record retention/destruction requests for the District using assigned database; verify record storage details and information for accuracy; retire records on their approved destruction date.
12. Relocation of teacher(s) materials, classroom equipment to new classrooms and/or site(s).
13. Handle needs associated with special functions that occur through the school year (e.g. movement of band equipment, choral risers, tables, chairs, and stages.
14. Assemble items purchased in component packaging (i.e., computers, toys, desks, hutches, stands, cabinets, etc.)
15. Adhere to State, County and District safety codes and procedures.
16. Assist in completion of the Warehouse Parcel Courier's duties as directed on an interim as-needed basis.
17. Wear Personal Protective Equipment (PPE) (e.g., shoes, gloves, eye goggles, face protectors, aprons, etc.), when necessary.
18. Maintain a valid California Driver's License - Class C.
19. Maintain participation in CA DMV Assessment System/Automatic Pull Program.



Position: **Warehouse Person (continued)**

20. Obtain a valid Department of Transportation Power Industrial Truck Operator's Permit and maintain the permit thereafter.
21. Report warehouse, vehicle, delivery and/or personnel problems to supervisor or designee in a timely manner.
22. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
23. Perform other related duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- Knowledge of clerical and stock record keeping methods and procedures.
- Knowledge of equipment safety practices and procedures.
- Knowledge of and ability to perform data entry functions.
- Knowledge of and ability to use email and calendaring programs.
- knowledge of and ability to use computer/tablet, software programs and other warehousing technologies.

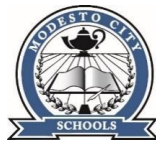
Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience:

- One (1) year experience performing warehouse duties and responsibilities.

**Education:**

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Position: **Warehouse Person (continued)**

License(s)/Certificate(s):

- Valid California Driver's License - Class C.
- Must provide a DMV printout within five (5) days of offer of employment.
- Department of Transportation Power Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.

Physical Characteristics:

- Sufficient vision to drive and operate equipment.
- Sufficient depth perception.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects, and print or write legibly.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 100 pounds in a series of functional tests, which clearly simulates the work environment.
- Physical ability to sit for extended periods of time.

Pre Employment Physical Examination:

- A physical and tuberculosis examination is required as a condition of employment. Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis

Board Approved: 9/10/12

Reclassification/Equity Adjustment Review Committee Revised and Approved: 12/3/21