

Job Title: Substitute Warehouse Person
Reports to: Purchasing Manager
Work Schedule: On-Call Basis
Salary: Salary Schedule #14-E1&2-04

Position Summary:

In the absence of the regular employee, the Substitute Warehouse Person is responsible for carrying out the District receiving, delivery, and warehousing needs, in a timely and cost efficient manner. This includes receiving and delivery of furniture, supplies, and food.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Drive a mid-weight delivery truck from the warehouse to school sites and various other locations as needed
- Transport inter-district and U.S. mail to and from district sites, WSIPC and post office.
- Deliver inter-district mail/supplies on an assigned schedule and route
- Pick up and transports daily deposits from schools to Service Center
- Log in money bags for daily pick up by armored car
- Transport frozen food and staples from district warehouse to schools
- Transport hot lunches from preparation kitchens to schools
- Process food orders received through the Food Service electronic ordering system
- Monitor inventory and rotate food in the frozen food locker located at the Service Center
- Process work orders for pickup and delivery
- Fill food/custodial supply orders, stocks shelves and organize stored items
- Assist with inventory tagging and storage as needed
- Perform general cleaning in warehouse such as sweeping and cleaning storage areas
- Maintain clean vehicles by washing inside and outside as needed
- Monitor vehicle performance
- Submit work order to Maintenance shop for general service on vehicles
- Submit trouble ticket to Maintenance shop for operational problems with vehicles
- Secure vehicle doors, windows, and gates when not in use and at night
- Attend meetings and trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge and ability to safely operate diesel and gas vehicles equipped with lifts
- Knowledge and ability to safely operate pallet jacks, hand-trucks and fork lift
- Knowledge and ability to safely operate one ton vehicles in a variety of weather and traffic conditions
- Willingness to accept new tasks
- Ability to lift and carry heavy objects and materials up to 100 lbs
- Ability to work safely, independently and with sound judgment
- Ability to read forms, schedules and instructions
- Ability to prioritize and work
- Ability to learn and follow District procedures and policies
- Ability to communicate effectively with others orally and in writing
- Ability to maintain a courteous and helpful attitude
- Ability to convey a positive district image
- Ability to exercise tact when dealing with others
- Ability to adapt quickly to changing circumstances and conditions
- Ability to ensure that work is completed properly and in a timely fashion with minimal supervision
- Ability to apply common sense and safe work habits in the handling of freight

Desired Skills (continued):

- Ability to reliably handle large amounts of money
- Ability to function as a member of a team to complete work activities
- Ability to work with a variety of people from diverse backgrounds

Minimum Qualifications:

- High School Diploma or equivalent (documentation required at time of application)
- Valid Washington State Driver's License maintained for the duration of this job
- Clear Driver's Abstract
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The work is in a warehouse/truck environment with the noise level associated with the operation of a forklift and other equipment. Driving conditions will vary from clear dry roads to ice, snow covered roads. Traffic conditions will vary from heavy freeway traffic to light side roads. Warehouse employees will work in various weather conditions including cold and rainy weather.

Evaluation

The substitute shall be evaluated periodically by the Purchasing Manager pursuant to the currently established district procedures and evaluation criteria.

Classification History

Job description was developed January 2007.

Job description revised April 2011.

Job description revised April 2012.