



## Littleton Elementary School District Position Description

**TITLE: Warehouse Worker, Senior**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To oversee distribution, delivery and receipt of supplies and materials, and maintain warehouse for the District.

**PRINCIPAL DUTIES: (essential functions)**

- Receives and processes all materials received and delivered in accordance with District policies and procedures.
- Receives materials and supplies; verifies incoming shipments for accuracy and appropriate quantity and quality; contacts vendors regarding discrepancies.
- Processes packing slips, claim vouchers, purchase requisitions, and purchase orders; fills requisitions as necessary.
- Verifies accuracy and condition of all materials requisitioned against appropriate paperwork; coordinates delivery to District facilities.
- Determines supply needs to assure adequate stock levels of supplies and commodities; compares suppliers and price to determine best source for supplies; researches availability, quality, and price of supplies, and orders supplies as needed to replenish inventory.
- Maintains physical inventory of supplies and materials; tracks the physical locations of all materials, and organizes warehouse for efficient storage and retrieval of materials.
- Informs management of any potential short falls, problems, or supply issues.
- Assists in taking and maintaining physical inventory of parts, materials and supplies; tags fixed assets before delivering to District facility.
- Assists in maintaining a variety of logs, records, and files relating to the purchase and procurement of materials, and supplies; inputs and retrieves data from a computer terminal.
- Cleans and maintains order in the warehouse, and stacks and stores materials in designated areas.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of basic shipping/receiving practices and procedures.  
Knowledge of warehouse operations and procedures.  
Knowledge of purchasing records management policies and procedures.  
Knowledge of safety rules and regulations.

Skill in operating warehouse in a safe manner, in compliance with state and local regulations.  
Skill in safely driving and operating power forklift and delivery truck.  
Skill in following and maintaining safety standards.  
Skill in closely following verbal and written instructions and procedures.  
Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Moderate physical demands; work is performed in warehouse work environment; frequent lifting, carrying, and moving up to 50 pounds of materials and equipment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent; AND two (2) year's warehouse and inventory control experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Driver's License.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed to and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_