

WAREHOUSEPERSONJob Summary

Under supervision of the Maintenance, Operations, Transportation Supervisor, the Warehouseperson maintains the district warehouse in an orderly and efficient manner; receives, stores, and issues warehouse stock of school, custodial and other supplies; delivers mail and supplies to schools and offices; will tag assets and record data on asset form prior to delivery to sites; may be required to occasionally supervise helpers; and does other related duties as required.

Qualifications:Required:

- High School diploma or equivalent
- One year experience driving a private or commercial delivery vehicle
- Valid California Driver License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desired:

- Modern warehousing procedures, including receiving and inspecting of supplies and materials
- Knowledge of value of merchandise for asset purposes control

Knowledge and Ability:

1. Excellent organizational working skills
2. Knowledge of warehouse keeping work, involving a wide variety of stock and purchasing procedures
3. Knowledge of inventory procedures and forms including asset evaluation
4. Knowledge of equipment and supplies used in a large school system
5. Ability to maintain accurate and current records of stock transactions
6. Ability to establish and maintain a clean, orderly and efficient warehouse
7. Ability to follow oral and written instructions
8. Knowledge of basic computer skills, particularly word processing
9. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
10. Ability to communicate effectively, both in writing and orally

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Inspects incoming shipments of equipment and supplies for conformity to purchase order specifications
2. Note any shortages, damages or other discrepancies on orders received and submit appropriate information to purchase order
3. Perform storekeeping functions in the warehouse
4. Confer with the business office on matters pertaining to the receipt of goods; fills requisitions from warehouse stock or by purchasing from local vendors
5. Arrange for distribution of custodial, operating, and other school supplies to schools and departments according to requisitions
6. Assist in maintaining an inventory rotation of stock on hand
7. Assist in ordering requirements
8. Drives a school vehicle on a regular route to various schools, administration office, Post Office, and the warehouse
9. Picks up and delivers mail to schools and offices
10. Picks up and delivers emergency parcels and equipment requiring immediate delivery
11. Picks up, delivers, installs, moves, or rearranges light equipment as needed
12. Delivers cafeteria commodities
13. Required to operate a truck or fork lift
14. Other appropriate duties as assigned

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Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to stand for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone; enter data into a computer; research data on computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car
9. Ability to constantly (6-8+ hours) walk, stand, bend neck, bend waist and squat; twist neck; twist waist
10. Ability to constantly (6-8+ hours) grasp with both right and left hand; pushing and pulling with both right and left hand
11. Ability to constantly (6-8+ hours) reach above shoulder level and to reach below shoulder level
12. Ability to frequently (3-6+ hours) crawl
13. Ability to occasionally (up to 3 hours) sit; kneel
14. Ability to lift up to 75 pounds
15. Ability to carry up to 75 pounds
16. Position requires the following:
 - Driving cars, delivery truck
 - Work around equipment and machinery
 - Walk on uneven ground
 - Exposure to excessive noise
 - Exposure to extremes in temperature, humidity or wetness (Commodity Freezer and Warehouse – no air conditioner)
 - Exposure to dust, gas, fumes, or chemicals
 - Operation of foot controls or repetitive foot movement

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job