

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER I

BASIC FUNCTION:

Under the direction of the Supervisor-Warehouse, assist with receiving, preparing and performing work involving the allocation and inventory of incoming and outgoing mail and District textbooks and surplus. Distribute mail, textbooks, supplies, and equipment to various District locations; communicate with site coordinator to assure sites have approved textbooks and instructional materials in a timely manner; coordinate activities with other clerical and purchasing staff; operate a District vehicle to conduct work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Warehouse Worker I classification perform a variety of warehouse, delivery and mail duties. Incumbents in the Warehouse Worker II classification serve in a lead capacity over an assigned warehouse function and personnel.

ESSENTIAL FUNCTIONS:

Assist with receiving, preparing and distributing incoming and outgoing mail and textbook purchase orders; inspect incoming stock for conformity to purchase order specifications; count and verify incoming textbook orders; report and follow District procedures in handling incoming stock shortages, damages, and other discrepancies; distribute materials, supplies, equipment and District records to various District locations; prepare and maintain routine records related to assigned activities.

Fill requisitions for sites and receive warehouse stock orders; pull, wrap, package, prepare load and unload delivery vehicles.

Receive, process, and file purchase orders; inspect shipments against packing slips and purchase orders; process surplus materials in accordance with District procedures.

Assist in mailroom operations including distributing mail, packages and educational supplies to school sites; deliver and assist with teacher in-service materials.

Maintain inventory records of items received, delivered, and available; stock shelves and store items received in the warehouse; conduct a minimum of an annual textbook and main warehouse inventory.

Maintain cleanliness of warehouse areas, including materials, supplies and equipment in a neat, orderly and efficient manner; maintain warehouse and mailroom equipment, move pallets as necessary; maintain cleanliness of District vehicles.

Operate a District vehicle to transport textbooks as necessary; operate a variety of warehouse equipment including, but not limited to, forklifts, pallet jacks, dollies and postage meters.

Communicate with assigned supervisor to assure sites have Board-approved textbooks in a timely manner; communicate with schools and District personnel regarding the pickup and delivery of orders.

Communicate with purchasing personnel regarding problems with purchase orders, damages, shortage or discrepancies.

Operate a computer and assigned software, warehouse equipment, tools, and standard office equipment.

Assist in the preparation, staging and sale of books according to District procedures.

Assist sites regarding ordering processes; assist teachers with locating missing text materials,

Assemble, disassemble and move furniture and equipment; assist in tagging activities as required.

Assist in mailroom operations as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.

General and specialized procedures and methods used to order, allocate, and distribute textbooks.

Use and understand terminology of requisitions, purchase orders, invoices, delivery slips and other warehouse documents.

Methods used in receiving, storing, issuing, and inventory of textbooks. Inventory control and distribution practices.

Proper loading and unloading of trucks.

Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.

Operation of a computer and assigned software.

Filing, indexing and inventory procedures.

Modern office practices, procedures and equipment

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Health and safety regulations.

Traffic laws, defensive driving techniques and rules of the road.

Basic math.

ABILITY TO:

Plan, organize, and participate in performing work involving the requisition, allocation, distribution, and inventory of District textbooks and surplus.
Perform physical and clerical duties involved in packing, storing and shipping supplies.
Coordinate activities with other clerical and purchasing staff.
Set up, maintain and operate a textbook warehouse.
Learn shipping and receiving procedures.
Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.
Establish and maintain stock records and conduct a minimum of an annual warehouse inventory.
Drive a District vehicle to load, pick-up and deliver supplies, equipment and materials.
Operate a variety of warehouse machines and equipment.
Participate in warehouse operations.
Plan, organize, and prioritize work, according to warehouse operational needs.
Learn, apply, and explain policies, procedures, rules, and regulations.
Maintain cleanliness of warehouse areas including textbooks.
Maintain routine records and prepare reports.
Observe health and safety regulations.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing, in person or on the telephone.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Sit or stand for extended periods of time.
Use hands and fingers to operate a computer, standard office, and various warehouse equipment.
Reach overhead, above the shoulders and horizontally to shelve materials.
Bend at the waist, kneel or crouch.
Heavy physical labor.
Use proper lifting methods.
Climb ladders to reach supplies and equipment.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school, sufficient training and experience to demonstrate the knowledge and abilities listed above; two years clerical experience and one year experience driving light trucks for delivery work or in a warehouse inventory environment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class B driver's license
Possession of or ability to obtain a valid Forklift Certification within the first six months of employment.
Floor-lift 72 pounds and arm-lift 66 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

School site environment.
Constant interruptions.
Driving a vehicle to conduct work.
Fumes from vehicle and equipment operation.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working around and with machinery having moving parts.
Working at heights.