

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WAREHOUSE WORKER II**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor-Warehouse, sign for, receive, prepare and distribute incoming and outgoing mail and supplies to various District locations; 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:**

Sign for, receive, prepare and distribute, supplies and equipment to various District locations; prepare and maintain routine records related to assigned activities.

Inspect incoming stock for conformity to purchase order and specifications; report shortages, damage and other discrepancies.

Interpret specifications for compliance with purchase order terms.

Maintain inventory records showing items received, delivered and in stock.

Conduct annual warehouse inventory.

Prepare requests for purchase of supplies and equipment to maintain proper inventory levels.

Receive warehouse stock orders; pull, wrap and load delivery trucks; load and unload delivery vehicles; store materials, supplies and equipment in a neat, orderly and efficient manner.

Receive and distribute mail, packages, and educational supplies to school sites; inspect shipments against packing slips and purchase orders; report damage, shortage or discrepancies.

Shelve and store items received in the warehouse.

Operate a District vehicle and a variety of warehouse equipment including forklifts, pallet jacks and dollies.

Communicate with school and District personnel regarding the pickup and delivery of orders.

Maintain warehouse in a clean and orderly condition; maintain cleanliness of District vehicles.

Assemble and disassemble furniture; assist in warehouse periodic inventory and 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.

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

Proper loading and unloading of trucks.

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

Record-keeping techniques.

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:**

Operate within a central warehouse.

Perform physical and clerical duties involved in packing, storing and shipping supplies.

Shipping and receiving procedures.

Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.

Set up and maintain stock records.

Conduct periodic inventories.

Assist in training and providing work direction to other Warehouse staff.

Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.

Operate a variety of warehouse machines and equipment.

Participate in warehouse operations.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Speak, read and write English at a level required for satisfactory performance.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Sit or stand for extended periods of time.

Move hands and fingers to operate a computer and various warehouse equipment.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Heavy physical labor.  
Use proper lifting methods.  
See to read a variety of documents.  
Climb ladders to reach supplies and equipment.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years experience in stock work involving the receiving, storing and issuing of supplies.

**LICENSES AND OTHER REQUIREMENTS:**

Floor-lift 72 pounds and arm-lift 66 pounds.  
Possession of a valid Forklift Certification within the first six months of employment.  
Possession of a valid California Class B driver's license with air brake endorsement within the first six months of employment.

- The District shall reimburse unit members the renewal cost of any special driver's certificate (other than Class C driver's license) required in the performance of their duties. This shall include Class A or B license for those employees whose job description requires such a license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Warehouse environment.  
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.

**BOARD APPROVED:** September 5, 2017