

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Inventory Specialist – Warehouse
Pay Table: Support
Pay Grade: 9
FLSA Status: TBD
Job Code: 582
Reports to: Warehouse Manager

JOB SUMMARY

Under the general supervision of the warehouse manager, the inventory specialist handles the inventory of four warehouses, resolves shortages and overages, and clears delivery tickets after shipping.

ESSENTIAL JOB FUNCTIONS

- Conducts a quarterly cycle count inventory of four warehouses--transportation, computer technology, maintenance, and distribution center.
- Researches and resolves shortages and overages found while doing inventory and those occurring outside of inventory time.
- Clears all delivery tickets for Davis and outlying districts after shipping.
- Updates material safety data sheets (MSDS) when hazardous products come in.
- Supplies material safety data sheets to all districts receiving hazardous products.
- Double-checks restock history for price, quantities, and vendors.
- Removes defective or damaged products from stock until a decision is made concerning them.
- Updates keywords and descriptions on warehouse inventories.
- Does daily inventory of problem items.
- Substitutes for the Lead Warehouseman in the computer technology warehouse as needed.
- Assumes receiving responsibilities in the absence of the Receiving Technician, checking in items and putting them in stock.
- Pulls orders for Davis and outlying districts as needed.
- Completes all other tasks assigned by the Warehouse Manager and Warehouse Director, such as making deliveries of food and supplies.
- Assists with annual warehouse inventory.

MINIMUM REQUIREMENTS

- High School diploma or equivalent education and/or related experience.

- Three months experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Commercial Driver’s License (Class B). (May be obtained after hiring.)
- Forklift certification required. (May be obtained after hiring.)

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in word processing, typing and 10-key.
- Ability to drive large trucks.
- Ability to operate forklifts and prime movers.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

The Davis School District has the right to revise this position description at any time.