



WAREHOUSEPERSON

DEFINITION:

Under supervision, receives, loads, unloads, opens, stacks and delivers supplies and does other related work as assigned.

DUTIES:

Assists in receiving materials, equipment and supplies, load and distribute to various sites, process and fills requests for warehouse stock pick ups and delivers as required, assists in taking inventory, pick up and deliver lunches, milk and mail, engrave equipment for district inventory control, maintains clean and safe work environment, perform minor custodial services in warehouse, inspects shipment for conformity to purchase order specifications, may assist and substitute in food services program.

EMPLOYMENT STANDARDS:

Knowledge of:

- safe and efficient procedures for truck loading/deliveries
- proper methods of storing and recording merchandise
- safe methods for carrying and lifting heavy loads

Ability to

- perform moderate to heavy physical labor including lifting up to 55 pounds in the moving of equipment, materials and supplies
- understand and follow written and oral directions
- work cooperatively with those contacted in the course of work
- maintain a good driving record and qualify for District vehicle insurance coverage
- operate a fork lift
- obtain a food handler's license
- ability to obtain a fork lift operator's certificate

Experience:

- none required, but some related prior experience is desirable

Education:

- equivalent to the completion of the twelfth grade

License Required:

- possession of a valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts, and motorized equipment to load/unload or move materials. The employee occasionally works in outside weather conditions.

The noise level in the work environment is usually loud.

Range: 10.5 8/4/94