

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Lead Warehouse Worker	Reports to:	Program Administrator/Supervisor
Job Category:	Warehouse/ Operations	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:	09/14/2023	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, the Warehouse Lead has a pivotal role in maintaining efficient operations and ensuring accurate flow of goods within the District’s warehouse. Responsibilities are to oversee inventory levels, coordinate purchasing supplies, manage deliveries and maintain organized records. Perform quality checks on received goods, monitor stock levels, track loss prevention and optimize warehouse layout. Oversee daily warehouse activities, deliveries, and support district inventory needs. Safety and timeliness are important to maintain a well organized and productive working warehouse environment.

ESSENTIAL FUNCTIONS:

- Perform a variety of lead warehouse duties; train, provide guidance, assign tasks and direct work to warehouse staff.
- Maintain a clean and organized warehouse, adhere to safety rules, and maintain a sanitary work area at all times.
- Direct the day-to-day activities and operations to ensure that tasks are completed efficiently and in a safe, proper, and timely manner.
- Load and unload delivery trucks; receive stock and non stock items, fulfill and prepare orders, label, palletize products and ready for transport to distribute to assigned sites and individuals.
- Maintain various files and records (inventory, record retention, recycling, purchase orders, schedules, requisitions, child nutrition records, store catalogs, forms) Provide up-to-date materials and reliable resource information.
- Participate in meetings, workshops, and seminars to convey and gather information required to perform functions.
- Lead physical inventory (PI) cycle counts, reconciliations, verify stock, identify losses; and other key warehouse activities.
- Prepare a variety of reports, records, and files related to warehouse activities.
- Process report requests, documents, mail, materials, circulate information and materials to appropriate parties.
- Monitor and receive stock and non-stock items; ensure specifications, quantity, and quality of orders are correct.
- Confer with the Purchasing and management to determine storage requirements and optimum stock quantities.
- Research discrepancies on orders (overages, shortages, duplicate deliveries); correct errors and return damaged/incorrect items to vendors.
- Respond to inquiries of staff and vendors; provide information and direction regarding the status of deliveries, stock orders and related billing.
- In collaboration with Purchasing and Custodial Managers, stock general warehouse supplies and ensure maintenance of optimal inventory levels.
- Label shelves with stores catalog numbers.
- Drive a District assigned vehicle in a safe manner to conduct work; as may be required to transport orders, supplies, equipment to and from designated sites; maintain cleanliness of vehicles; service

and run safety checks and maintain safety log on assigned vehicles.

- Operate a variety of warehouse equipment including forklifts, reach lifts, pallet jacks, dollies, in a safe manner.
- Shelf and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; ensure food shipments are not spoiled or damaged.
- Assist to ensure all warehouse equipment is safe and preventive maintenance is completed as required, in collaboration with the appropriate staff.
- Communicate with various departments to keep the warehouse organized; ensure all stored equipment/supplies in the warehouse have an owner; confer with other departments to distribute materials.
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies, and inventory.
- Lead and utilize a hands on approach with identified projects for the warehouse.
- Use a computer and inventory software to manage warehouse receiving, inventory, purchase orders, record keeping, stock requisitions and all essential warehouse clerical functions.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Purchasing Principles; basic methods, practices and terminology used in warehouse operations, including warehouse procedures and methods.
- Inventory practices, safety protocols, and procedures, including maximize warehouse space for storage
- Cold storage, food handling, rotation of perishable food.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper loading and unloading of delivery trucks.
- Shipping and receiving procedures.
- Operation of warehouse equipment used in the receipt, proper storage and shipping of supplies, food, and materials.
- Proper lifting techniques.
- Basic inventory techniques.
- Warehouse safety practices, procedures and regulations.
- Traffic laws, defensive driving techniques and rules of the road.
- Delivery of supplies and equipment.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform order fulfillment, fulfillment support, order picking and all inbound/outbound mechanisms
- Communicate effectively both orally and in writing
- Gather, collate, and/or classify data and utilize it effectively.
- Adapt to fast pace and changing work priorities.
- Maintain and create a positive and collaborative work environment
- Operate a variety of job-related equipment and vehicles safely and effectively.
- Train and provide guidance and work direction to warehouse staff.
- Analyze issues and create action plans.
- Complete work with any interruptions
- Work independently with little direction.
- Organize and prioritize work to meet deadlines, timelines and schedules.

- Operate standard office and warehouse equipment including pertinent software applications.
- Prepare, compose, and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Understand and follow verbal and written directions

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities-

Education: High School diploma or equivalent

Experience: Job related experience with increasing levels of responsibility is required.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.
- Valid Forklift and scissor lift Certification
- ServSafe Certification within the first 6 month of employment

DESIRABLE QUALIFICATIONS:

- Warehouse inventory management software system
- 1 year lead warehouse experience
- 3 years of experience in a warehouse, or logistics environment

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Warehouse work environment. Minimal temperature variations.

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.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 20% sitting, 30% walking, and 50% standing.

Hazards:

- Traffic hazards.
- Working with and around machinery with moving parts.
- Working at heights.

OTHER:

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.