



SERVICE WORKER

WAREHOUSE WORKER II

JOB DESCRIPTION

JOB TITLE: Service Worker - Warehouse Worker II
REPORTS TO: Director of Food Services
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-08
DAYS: 260
JOB ID & DATE: CLS-17, October 2023

JOB PURPOSE SUMMARY

The Warehouse Worker in a public school setting plays a vital role in the efficient management of inventory, ensuring that arriving goods are properly received, stored, and distributed to various departments within the school district.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Valid Colorado Driver's license

Work Experience Required

Prior experience in a warehouse or inventory management role is preferred

Other Skills and Abilities Required

Basic computer skills for inventory tracking.
Attention to detail and organizational skills.
Ability to work effectively in a team environment.
Strong communication skills for coordination with school staff..

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Receive, inspect, and inventory arriving goods, including school supplies, equipment, and materials, ensuring accuracy and completeness of shipments.
- Organize and maintain the warehouse, ensuring items are stored efficiently and safely in compliance with district policies.
- Central distribution of goods to various departments and schools within the district, following established distribution schedules.
- Assist with periodic inventory counts and audits to ensure accurate record-keeping.
- Collaborate with school staff to fulfill requests for materials and supplies, including preparing orders for delivery or pickup.

- Maintain records of goods received, distributed, and returned, utilizing computer systems and software as needed.
- Safely operate warehouse equipment, such as forklifts and pallet jacks, following safety protocols and guidelines.
- Support special events or activities that require access to warehouse inventory.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch and crawl for extended periods of time The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will primarily work within the warehouse facility that is not temperature controlled. The employee may be required to work evenings and weekends or attend events.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____