

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Warehouser **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Coordinator of Operations and **APPROVED BY:** Board of Directors
Maintenance of Plant

JOB SUMMARY: Safeguard Midwestern Intermediate Unit IV's investment in materials and supplies through efficient and effective warehouse practices. Assist school districts and staff in acquiring goods and services and develop positive and trusting relationships in the process.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Receive, check, tag, store, process and/or distribute all orders in an effective, efficient manner.
2. Deal with vendors regarding orders and discrepancies.
3. Implement and maintain an accurate, efficient inventory system for all parts, supplies, boxes and equipment stored in the warehouse and at off-site warehouses.
4. Maintain, catalog, store, tag and check-in/check-out records.
5. Assist in disposal of stored records in conjunction with other departments.
6. Generate reports, invoices and purchase orders in a timely and orderly fashion.
7. Research vendors and sources for repair parts and supplies then order and stock quantities that would fit our needs.
8. Maintain warehouse security
9. Process all shipped packages.
10. Maintain a neat, safe, and organized work area, following all safety procedures.
11. Perform other duties as assigned by the Coordinator of Operations and Maintenance of Plant.

QUALIFICATIONS:

- High school diploma or equivalent is required
- Knowledge and understanding of warehousing and storeroom operation is required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift and/or carry supplies weighing no more than 75 lbs.
- Ability to stand or walk eighty percent (80%) of workday

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees
- Subject to outside environmental conditions
- May be exposed to hazardous materials

TEMPERAMENT:

- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Ability to exercise good judgment and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Ability to safely use/operate warehouse equipment
- Computer skill necessary
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)