

LYON COUNTY SCHOOL DISTRICT

Warehouse-Courier

Job Group: Administration

Classification: Classified

Terms of Employment: Pay Grade 24 on the Classified Salary Structure (12 month, 8 hours/day)

FLSA Status: NON-EXEMPT

POSITION SUMMARY: Works directly under the Comptroller and is responsible for the physical inventory including receiving, distribution, documentation, and warehousing. Also is responsible for delivering warehouse orders and mail to all District sites. This position reports directly to the Director of Finance or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Work with Purchasing Bookkeeper to determine optimum order quantities and prepare bid documents.
2. Evaluate bid responses and recommend products and vendors.
3. Unload and load delivery trucks.
4. Verifies accuracy of shipment by counting, weighing, or measuring items and compares the size, weight, description, and code numbers to invoices or packing slips and with District purchase orders, documenting any discrepancies or damage.
5. Resolve order discrepancies.
6. Enter purchases into inventory system.
7. Process inventory requisitions including the physical distribution and data entry into inventory system.
8. Reconcile inventory to general ledger and subsidiary records.
9. Keeps and stores accurate inventory according to District procedures.
10. Maintains warehouse in a safe and orderly manner.
11. Ensures the preservation and proper rotation of perishable stock items (food service).
12. Takes items from stock to fill requisitions and delivers them to the appropriate school or department.
13. Drive delivery trucks and equipment in a safe and respectful manner.
14. Notify Purchasing Bookkeeper of low stock items.
15. Documents complaints from users as to product quality and vendor performance and provides such information to the business office for use in evaluating bids and proposals.
16. Trains and supervises helpers as assigned.
17. Performs all other related duties as assigned.

POSITION EXPECTATIONS:

Knowledge of:

1. Inventory management.
2. Warehouse safety regulations.
3. Basic accounting practices and procedures.
4. Basic computer applications, especially spreadsheets.

Ability to:

1. Ability to follow instructions and work without close supervision.
2. Effectively communicate with coworkers and vendors.
3. Operate warehouse equipment including forklifts and pallet jacks.
4. Lift 70 pounds on a regular basis.
5. Work overtime in evenings, mornings and on weekends as necessary or requested.
6. Efficiently operate office equipment including a computer and a 10-key.

POSITION REQUIREMENTS:

Education and Training:

1. High School Diploma or equivalent.
2. Work experience in a warehouse/inventory environment preferred.
3. Applicable business education courses preferred.

Licenses and Certifications:

1. A valid Nevada driver's license is required at the time of appointment. DMV report will be required before starting employment and will be checked periodically.
2. Must be able to attain a Class B commercial driver's license; preferred if already Class B licensed.
3. Must be able to attain forklift certification; preferred if already certified.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and dexterity to operate warehouse equipment. Strength, dexterity, and stamina to bend, stoop, sit and stand for long periods of time during the heat of summer. Cognitive ability and dexterity to operate office equipment for long periods of time. Dexterity and coordination to handle frequent lifting and moving of boxes. Reaching for items above and below waist and head level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 70 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Position functions primarily within a warehouse with part of the day/week spent driving a large delivery truck between sites. Some work is also performed in freezers and outside. During certain times of the year, the majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for frequent time periods.

Hazards: Chemicals (as related to storage and delivery), and power/hand operated equipment and machinery (as related to loading/unloading delivery vehicles and warehouse shelving).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

| <i>ESSENTIAL FUNCTION</i> | <i>LESS THAN 25% OF TIME</i> | <i>25% TO 49% OF TIME</i> | <i>50% TO 74% OF TIME</i> | <i>75% TO 100% OF TIME</i> |
|--|------------------------------|---------------------------|---------------------------|----------------------------|
| Sitting | | | X | |
| Standing | | | X | |
| Walking | | | X | |
| Bending/Stooping/ Squatting/Twisting | | X | | |
| Crawling | | X | | |
| Kneeling | | X | | |
| Reaching above of body | | X | | |
| Reaching away from body | | X | | |
| Climbing Stairs | X | | | |
| Climbing while working (ladder, stools, roofs, poles) | X | | | |
| Balancing | X | | | |
| Lifting &/Or Carrying objects: | | X | | |
| Up to 50 Pounds or 1/3 Bodyweight | X | | | |
| Pushing | | X | | |
| Pulling | | X | | |
| Grasping/ Gripping | | X | | |
| Handling | | X | | |
| Applying Torque (arms) | | X | | |
| Fine Manipulation | | X | | |
| Repetitive Work | | | X | |
| Weight Bearings | | X | | |
| Typing, Keyboarding, or Entering Data | | | X | |
| Computer Monitor/ CRT | | | X | |
| Driving a Vehicle | | | X | |
| Working Alone | | | X | |
| Operating Machinery or Equipment: | | | X | |
| Heavy Equipment | | | X | |
| Vibrating Equipment | | | X | |
| Power Tools | | | X | |
| Machine/Electrical Hazards | | | X | |
| Ladders ≥ 6 Feet | | X | | |
| Personal Protective Equipment | | X | | |
| Respirator Use | | X | | |
| Work Conditions: | | X | | |
| High Noises | | X | | |
| Heights | | X | | |
| Confined Spaces | | X | | |
| Heat Stress | | X | | |
| Cold Stress | | X | | |
| UV Exposure | | X | | |
| Hazardous Chemical/Waste | | X | | |
| >8 Hrs Day | | X | | |
| Overtime/Irregular Hrs | X | | | |
| Senses: | | X | | |
| Eyes | | X | | |
| Visually Demanding Work | | X | | |
| Near Vision | | X | | |
| Far Vision | | X | | |
| Depth Perception | | X | | |

| | | | | |
|----------------------------|--|---|--|--|
| Basic Color Discrimination | | X | | |
| Hearing Protection | | X | | |
| Speech Discrimination | | X | | |
| Audio Alarms | | X | | |
| Ability to Smell | | X | | |

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____