

WAREHOUSE WORKER II

DEFINITION

Under general supervision, assist in the scheduling and leading of warehouse and delivery driver personnel; assist in planning and scheduling for the distribution of a variety of warehouse supplies, materials, and equipment; provide input concerning complex or unusual warehousing functions and activities; perform a variety of record and inventory control functions pertaining to a warehouse and distribution operation; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist in coordinating, scheduling, and directing the activities of other warehouse workers and delivery drivers; assist in ensuring that proper safety procedures are followed in the warehouse and in the loading and delivery of materials; receive warehouse goods, materials and supplies and check purchase orders and delivery documentation to ensure correctness of quantity and for damage; store supplies, goods, materials and equipment that are received in specified storage areas; fill warehouse requisitions and complete the necessary clerical functions; package warehouse ordered items and prepare the order for delivery; assist in packaging and shipping returned items to vendors; assist in maintaining the warehouse in a neat, orderly and secure condition; assist in conducting the annual warehouse stock inventory; review warehouse stock on a continuing basis and report items which have reached a specified reorder point; label and mark warehouse stock items with a predetermined classification and identification code number; assist in maintaining a variety of warehouse related files and records; make scheduled mail trips to the county offices to deliver and pick-up district payroll accounting documents; may occasionally drive a delivery vehicle in the distribution of supplies or school mail; operate a variety of warehouse equipment, including a forklift, electric pallet jack and hand truck.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing and distribution operation;
Routine record management processes;
Inventory control methods and procedures;
Safe working and vehicle operation practices.

Ability to:

Effectively and efficiently assist in the operation of a receiving, storage, and distribution operation;
Perform routine clerical tasks;
Perform moderately heavy manual tasks;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade.

Experience:

Two years of experience in a warehousing and distribution facility, preferably in an educational organization.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp and reach.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II