BUENA PARK SCHOOL DISTRICT

WAREHOUSE CLERK

DEFINITION:
Under general supervision of the Fiscal Services Manager, is responsible for the day-to-day operation of the District Warehouse, districtwide Fixed Assets program, guides and performs duties in the receipt, storage, and distribution of textbooks, instructional materials, custodial/maintenance supplies, equipment and food.

EXAMPLES OF DUTIES:
Receives warehouse goods, materials and supplies and checks them against purchase orders and delivery documentation to ensure correctness of merchandise and proper condition; stores received goods, materials and equipment in specified warehouse areas; loads, unloads, and operates a delivery vehicle; maintains the warehouse in a neat, organized and secure condition; reviews warehouse stock on a continuing basis and performs data entry procedures into appropriate systems; maintains district inventory system and performs annual district wide inventory of fixed assets; maintains a variety of warehouse related files and records; operates computer and warehouse equipment, such as a forklift, pallet jack and hand truck; performs the district mail run; performs other related duties, as required or assigned.

QUALIFICATIONS:
Knowledge of:
Methods, procedures, and techniques pertaining to the receiving, distribution and control of goods, materials and supplies and equipment; routine record management processes; safe working methods and procedures.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; perform routine clerical and moderately heavy manual functions; understand and carry out oral and written directions; establish and maintain cooperative working relationships; drive district delivery van; operate district forklift; climb ladders up to 20'; lift loads up to 75 lbs.; operate pallet jack; operate computer equipment.

EXPERIENCE:
Two years of experience in a warehouse distribution operation, including the operation of a delivery vehicle.

EDUCATION:
Equivalent to the completion of the twelfth grade.

LICENSE REQUIREMENT:
Possession of a valid California Motor Vehicle Operator's License. Employee to obtain forklift operator license and appropriate food certification within 3 months of employment.

CONDITION OF EMPLOYMENT:
Insurability by the District's liability insurance carrier.

12 month (248 Day) Calendar
Range 37

Board Approved: 4-11-22