

Warehouse Assistant

DEPARTMENT:	Buildings & Grounds	REPORTS TO:	Building & Grounds Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-exempt

Position Description

The Warehouse Assistant supports the Kirkwood School District by supporting the day-to-day operations of the district warehouse. This position works to ensure an uninterrupted supply chain for departments throughout the district.

Task Title	Essential Job Functions	Percent of Time Spent
Shipping, Delivery, and Receiving	<ul style="list-style-type: none"> ● Monitor shipments and visually account for shipment contents. ● Load and unload deliveries. ● Pick up and deliver food to elementary schools. ● Receive/pickup, stock, and deliver custodial supplies ● Receive/pickup, stock, and deliver maintenance parts and supplies ● Transport deposits from schools and central office to bank. ● Operate forklifts, dollies, and trucks to transport items. 	60%
Warehouse Operations & Support	<ul style="list-style-type: none"> ● Ensure day-to-day operations of the warehouse runs smoothly and efficiently. ● Maintain the safety and security of warehouse parts and supplies. ● Assist the Building & Grounds Manager in organizing, pricing, and photographing surplus items for sale. ● Make keys and name plates for district employees. ● Serve as Warehouse Manager in absence of the Building & Grounds Manager ● Fill in for district driver in their absence ● Assist with district facilities initiatives and projects to ensure expectations and deadlines are met by the department. 	15%
Recordkeeping	<ul style="list-style-type: none"> ● Maintain accurate records of all items shipped and received. ● Track warehouse inventory to avoid supply shortages. ● Keep records of orders placed and filled. ● Provide inventory reports for facilities upon request. 	15%
Purchasing	<ul style="list-style-type: none"> ● Order parts and supplies. ● Assist Building & Grounds Manager in reviewing bids. ● Research vendors to determine reasonable pricing. 	10%
Other	<ul style="list-style-type: none"> ● Other duties as assigned. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees.
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** High school diploma or GED
- **Licensure:** Valid driver's license required to travel between job sites.
- **Certificates, Certifications, or Other Training:** Certification for all trucks and forklifts in a warehouse vehicle pool.
- **Previous Work-Related Experience:** One or more years of related experience

Preferred

- None

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
 - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other.
 - Education/Training: Principles and methods for curriculum and training design, teaching, and instruction, and measuring training effects.
 - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
 - Law/Government: Local, state, and national laws and government regulations.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership and coordination of people and resources.
 - Computers/IT: Electronic equipment and computer hardware and software, including word processing and spreadsheet applications.
 - Machines/Tools: Machines and tools, including their uses, repair, and maintenance. Knowledge of forklift operation.
- **Advanced:**
 - Customer and Personal Service: Principles for processes for providing customer and personal services.
- **Expert:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Mathematics, Reading Comprehension, Speaking, Writing, Active Listening, Critical Thinking, Learning Strategies, Time Management, Service Orientation, Social Perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Learning, Monitoring, Judgement/Decision-making
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of Material Resources, Management of Personnel Resources, Complex Problem Solving, Systems Analysis, Systems Evaluation, Equipment Selection
- **Rarely (Less than 1 hour or 12% of the day):** Science, Management of Financial Resources, Coordination, Instruction, Negotiation, Persuasion, Equipment Maintenance, Operation and Control, Repairing

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Carrying/Lifting, Reaching, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Balancing, Crouching/Kneeling, Climbing, Finger Dexterity, Multi-limb Coordination, Pulling/Pushing, Repetitive Motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** N/A
- **Rarely (Less than 1 hour or 12% of the day):** Crawling

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Very heavy work:* Exerting more than 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-05