

JOB DESCRIPTION
Puyallup School District
Warehouse Coordinator

WAREHOUSE COORDINATOR

Purpose Statement

The position of Warehouse Coordinator is done for the purpose/s of maintaining required inventory levels; maintaining a clean and organized facility; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying discrepancies; and making deliveries, as needed, to support daily operations. This position serves as backup during the Warehouse Foreman's absence.

Essential Functions

- **Arranges** facilities and furnishings for the purpose of providing satisfactory preparations for meetings, activities, and events.
- **Assembles** furniture and equipment for the purpose of providing items in safe working condition.
- **Cleans** facilities (i.e., buildings, equipment, furnishings, tools, etc.) for the purpose of maintaining a sanitary, safe, organized, and attractive environment, and prolonging the life of equipment and buildings.
- **Communicates** district policies and procedures to building staff, students, parents and public for the purpose of ensuring safe and proper use of buildings, grounds and equipment, meeting customer expectations and expediting services.
- **Communicates** with service and repair agents and facilitates repair work, for the purpose of providing building access, pertinent background information, and securing facilities as needed.
- **Coordinates** maintenance, building operations, and work schedules for the purpose of meeting deadlines and ensuring efficiency.
- **Creates** and maintains maintenance file systems and manuals for the purpose of recording equipment and facilities maintenance procedures.
- **Drives** vehicles for the purposes of transporting and delivering a variety of district supplies and items.
- **Inspects** vehicles/equipment and reports repair needs, for the purposes of ensuring safe and efficient operations.
- **Loads and Unloads** supplies (e.g., furniture, equipment, food products, chemicals, deposits, etc.) between sites, for the purposes of maintaining district operations and ensuring their secure, safe, and efficient handling.
- **Maintains** inventory and delivery records for the purpose documenting district assets and following district accounting protocols.
- **Monitors** cooler/ freezer equipment for the purposes of maintaining wholesome products and preventing district losses.
- **Operates** equipment (e.g., forklift, delivery vehicle, pallet jacks, etc.) for the purpose of receiving and transporting items in a safe, efficient manner.

- **Performs** basic vehicle preventative maintenance and services daily vehicle needs (e.g., fuels, fills washer fluid, tire pressure, tops oil, etc.) for the purposes of sustaining standard vehicle operations.
- **Performs** inventory functions (e.g., receiving, securing, verifying quantities, stocking, rotating, staging, distributing, processing orders, etc.) for the purpose of meeting district needs, expediting on site operations, and ensuring accuracy, quality, and condition of products.
- **Performs** preventative maintenance for the purpose of increasing longevity of food service and other specialized equipment.
- **Prepares** documentation (e.g., inventory forms, inspection forms, money logs, etc.) for the purpose of providing written support and/or conveying information.
- **Reports** equipment malfunctions and/or repair needs, for the purpose of sustaining operations.
- **Secures** facilities, grounds, and equipment for the purpose of minimizing property damage, loss and liability and ensuring safety at work sites.

Other Job Functions

- **Assists** building supervisor with building evacuation or response action, as directed, for the purpose of ensuring safety of occupants during and after response action (i.e., fire alarm, hazardous spills, other emergencies, etc.).
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** meetings and trainings for the purpose of maintaining professional growth and departmental goals.

Minimum Qualifications

Education Required:

High School Diploma or equivalent

Experience Required:

Three years recent experience as a delivery driver or other related work experience.

Required Knowledge, Skills, and Abilities:

Knowledge of methods of receiving, storage, delivery of materials; methods of various materials handling; safe driving practices, proper lifting techniques, safe vehicle operating techniques, safe loading and unloading practices; proper use and function of forklifts and other warehouse equipment.

Skills to safely operate vehicle/equipment; use English in verbal and written form; operate small hand tools, pallet jacks, and forklifts; perform basic math to calculate quantities of items.

Ability to walk and stand for prolonged periods; understand and carry out oral and written instructions and maintain inventory. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sound, near/far visual acuity; adhere to safe work practices; work independently with minimal supervision; perform a variety of tasks; maintain attention to detail;

maintain confidentiality; read and understand equipment manuals; adjust to flexible assignments often with short notice; communicate, establish and maintain cooperative working relationships with students, staff and public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching/crawling, reaching/fingering/handling/grasping, ordinary hearing, near/far visual acuity/depth perception/visual accommodation. Maintain total confidentiality in all work assignments especially with respect to the office administration areas.

Licenses, Certifications, Bonding, and/or Testing Required: Evidence of insurability, Forklift Operator License, Criminal Justice Fingerprint Clearance. Subject to random drug and alcohol testing if compensated for a valid Washington CDL license.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Warehouse Driver/Coordinator

Report Identification Code = psdmwd/c

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

- NP = Not Present - Does not exist
- O = Occasionally - Up to 1/3 of the time
- F = Frequently - From 1/3 to 2/3 of the time
- C = Constantly - 2/3 or more of the time

1. STRENGTH:

- A. Standing 50%
- Walking 30%
- Sitting 15%

- B. Lifting C 50 lbs.
- Carrying C 50 lbs.
- Pushing F 50 lbs.
- Pulling F 50 lbs.

- 2. CLIMBING O
- BALANCING O

- 3. STOOPING F
- KNEELING O
- CROUCHING O
- CRAWLING NP

- 4. REACHING C
- HANDLING C
- FINGERING O
- FEELING O

- 5. TALKING:
 - Ordinary F
 - Other O
- HEARING:
 - Conversations F
 - Other Sounds O

- 6. SEEING
 - Acuity, Near F
 - Acuity, Far F
 - Depth Perception F
 - Accommodation O
 - Color Vision NP
 - Field of Vision O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) 5 (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, hand truck, pallet jack; stooping/kneeling/crouching are stocking shelves, lifting supplies; reaching/ handling are supplies; computer, different size of items; talking/hearing other than conversation are over forklift noise and hearing potential hazards such as moving equipment; visual acuity are form, items on shelves, driving fork lift, driving truck.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Warehouse Driver/Coordinator

Report Identification Code = psdmwd/c

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Workday
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD S

Comments Regarding "Extreme Cold" = Walk-in coolers, freezers

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS) 120 decibels
VIBRATION F

Comments Regarding "Noise" = Forklift, Truck, Electric cleaning equipment

Comments Regarding "Vibrations" = Forklift, Truck, Electric cleaning equipment

6. HAZARDS:

Mechanical O
Explosives NP
Electrical S
Radiant Energy NP
Burns S
Other Hazard/s S

Comments Regarding "Mechanical" = Cleaning equipment, box cutter, forklift, pallet jack

Comments Regarding "Electrical" = Electric cleaning equipment around water

Comments Regarding "Burns" = Chemicals

Comments Regarding "Other Hazards" = Slips, trips, falls

7. ATMOSPHERIC CONDITIONS:

Fumes F
Mists NP
Odors F
Gases NP
Dusts F
Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Vehicles exhaust, cleaning solvents

Comments Regarding "Odors" = Vehicles exhaust

Comments Regarding "Dust" = Warehouse, Dust

8. PROTECTIVE CLOTHING - DEVICES: Back brace, Safety shoes, Gloves, safety glasses, Hearing protection, Dust mask
9. E. C.SUMMARY: Inside/Outside Work 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.