Position: Warehouse Specialist I	Position Number:
Department: Purchasing/Warehouse	FLSA: Non-exempt
Reports to: Director of Financial Services, or Designee	Salary Grade: 6

Summary

Participates in the organization, inventory, and distribution of supplies, materials and equipment from a central warehouse to remote sites.

Distinguishing Characteristics

Advancement to Warehouse Specialist II requires training or experience in inventory analysis and control, and freight and mail forwarding, plus leadership ability.

Essential Duties and Responsibilities

- Receives, stores, and issues inventoried fixtures and supplies. Unloads materials from containers or delivery vehicles; checks for proper quantity and quality, and shelves incoming materials, equipment and supplies; rechecks incoming stock for conformity to specifications and purchase orders.
- Receives merchandise and unloads trucks.
- Reports shortages, damages and other discrepancies to purchasing, who in turn, will initiate contact with shippers and vendors.
- May receive and inspect fixed asset (e.g., furniture) and other deliveries at school sites. Reports any discrepancies or damage.
- Participates with other warehouse personnel on assigned deliveries and other duties as required. Drives a delivery vehicle to distribute inventory to other locations.
- Performs a variety of warehousing functions including stocking, shelving, filling requisitions and checking materials and supplies.
- Prepares delivery orders. Picks up various items from locations including District mail, school and office equipment, furniture and supplies.
- Wraps packages and prepares parcels and goods for shipping and delivery.
- Inventories and engraves or affixes identifiers to fixed asset equipment, including computers.
- Maintains the warehouse in a safe and orderly condition.
- Performs other duties as assigned that support the overall objective of the position.

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Adopted: June 2001
Range Updated: July 1, 2025 per CBA

Qualifications

- **Knowledge and Skills**

  Requires knowledge of the practices and techniques used for receipt, storage and retrieval of equipment, supplies and materials at the District warehouse. Must know and understand safety rules and regulations.

- **Abilities**

  Requires the ability to perform the duties of the position effectively and efficiently. Requires the ability to maintain stock inventory control records. Must be able to fill orders accurately from requisitions. Must be able to operate a forklift, pallet jack and delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies. Requires communication skills sufficient to interact with peers within own work group, other District staff and outside delivery staff or vendors in a manner reflecting positively on the department and the District.

- **Physical Abilities**

  Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds for extended periods of time. Continuous requirement to stoop, kneel, and crouch. Requires leg and foot dexterity to operate vehicle gas, brake, and clutch pedal while driving. Requires good hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires the ability to operate a hand truck and commercial forklift.

- **Education and Experience**

  Requires a high school diploma including reading and writing abilities sufficient to perform all required duties of the position and to read and understand safety regulations and related information. Minimum of one-year general warehouse and delivery experience required.

- **Licenses and Certificates**

  Requires a valid Driver's License.