

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Barcoder**Classification:** Classified**Reports to:** Supervisor Library Services**FLSA:** Non-Exempt

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**EDUCATION AND EXPERIENCE**

High School Diploma or equivalent

**SUMMARY**

Barcoders are needed to break down pallets of teaching materials, unpack each box and systematically place a pre-assigned barcode on each item as directed. Materials then need to be repacked in the appropriate box and the pallet repacked for each school site according to the number of materials designated for each school. Once pallets are rebuilt, they need to be prepared for shipment to sites.

**SPECIFIC RESPONSIBILITIES**

Follow verbal instruction  
Track barcodes  
Unpack and repack pallets  
Prepare pallets for shipment

**SPECIFIC QUALIFICATIONS**

Heavy lifting required  
Attention to details to track barcodes

**PHYSICAL ABILITIES**

Heavy lifting  
Warehouse Work