

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Warehouse Worker

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience in warehousing and material handling, inventory or production control, supply systems.

Education:

High school diploma or equivalent.

Certificate/License Requirement:

Possession of a valid Class C, California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision as assigned by the Director of Business and Finance, assumes responsibility to plan and organize warehousing of instructional materials and supplies, maintains inventories. Performs other work in the district as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Responsible for receipt, processing, storage, preservation, distribution and circulation of warehouse supplies books and materials.
2. Performs all store-keeping functions.
3. Assists with planning storage space requirements.
4. Fills requisitions and maintains warehouse inventories.
5. Assists with the revision of supply catalogs.
6. Performs other related duties.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Warehousing, storage and distribution methods,
- business practices of receipt and shipment of goods,
- inventory and record keeping methods.

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-Correct lifting techniques.

Ability to:

- Understand and carry out oral and written instructions;
- establish and maintain cooperative working relationships;
- plan, organize and perform warehousing and distribution operations;
- maintain records and prepare reports.

PHYSICAL ABILITIES

Lift 50 pounds. Drive forklift.

AK:wd

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