

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: LEAD WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Director of Food Services/Warehouse, organize, plan and oversee the general shipping and receiving operations and activities of the District's central warehouse handling a variety of school supplies, materials and equipment; provide leadership, training and work direction to assigned warehouse staff.

REPRESENTATIVE DUTIES:

Plans and oversee the general shipping and receiving warehouse operations and activities of the District; receives, processes and issues warehouse stock; assures stock and warehouse facility is maintained in a safe, clean and orderly condition. *E*

Supervises the receipt, inspection, storage, and regular distribution of materials, supplies, furniture and equipment. *E*

Allocates storage space and assesses space needs and reassignments. *E*

Operates a computer to process requisitions for supplies; prepares various merchandise delivery; prepares packages for shipping according to established procedures. *E*

Communicates with various District personnel, departments, vendors and others to provide and receive information, resolve questions and issues, and coordinate activities. *E*

Coordinates and participates in a variety of warehouse operations including daily cycle counting and the annual warehouse inventory. *E*

Assists in the preparation and administration of the warehouse budget; submits budget recommendations; monitors expenditures. *E*

Prepares reports on warehouse operations and activities and maintains a variety of records, files and reports; maintains records of stock and orders supplies as necessary. *E*

Operates a variety of warehouse equipment and vehicles and utilizes a variety of hand tools as required; arranges for the maintenance and repair of warehouse equipment as needed. *E*

Enforces fire prevention and related safety rules and standards; instructs warehouse employees in safe work methods. *E*

4.17

9.8

Page Two

Trains assigned personnel; coordinates the schedules and activities of the central warehouse operation. *E*

Performs other related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Lead Warehouse Worker works under the direct supervision of the Director of Food Services/Warehouse. Exercises supervision of personnel assigned to work with him/her.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Modern warehousing and store keeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.

Materials, equipment and supplies used in a school district.

Principles of training and providing work direction.

Proper lifting techniques.

Record-keeping techniques.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Inventory methods and practices.

Operation of a forklift and other assigned equipment

ABILITY TO:

Plan, oversee and participate in the warehouse operations and activities of the District.

Receive, store, pick-up and distribute supplies, materials and equipment.

Maintain appropriate stock levels.

Assign and review the work of others.

Establish and maintain effective storekeeping procedures.

Train and provide work direction to others.

Drive a District truck and operate a forklift and pallet jack.

Perform mathematical calculations quickly and accurately.

Operate a computer terminal.

Communicate effectively both orally and in writing.

Maintain records, inventory and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible experience in a warehouse facility.

4.17

9.8

Page Three

LICENSES AND OTHER REQUIREMENTS:

Valid appropriate California driver's license.
Forklift operator's certificate

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

PHYSICAL ABILITIES:

Lifting heavy objects; lifting warehouse stock; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; bending at the waist; dexterity of hands and fingers to operate warehouse equipment; climbing ladders and working from heights.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: February 20, 1996