

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Director - Food Services/Warehouse, receive, store, check and distribute school supplies and equipment; operate District delivery truck to pick-up and deliver school materials, equipment and mail to District sites.

REPRESENTATIVE DUTIES:

Receive school materials, equipment, textbooks, mail and food deliveries to the warehouse; inspect items and ensure accuracy of delivered items against purchase orders. *E*

Perform preventative maintenance on forklift as necessary. *E*

Operate District delivery truck to pick-up and deliver materials to schools, offices and other District locations; make emergency pick-up and deliveries as required. *E*

Sort and store stock in warehouse using a forklift and pallet jacks; stock materials and equipment in a designated storage location in warehouse; pack supplies and label for identification. *E*

Fill orders for delivery; collect material and supplies from the warehouse stock and load delivery trucks. *E*

Determine appropriate method of transportation of warehouse materials and equipment for storage and distribution. *E*

Maintain routine records related to warehouse stock and mail delivered. *E*

Perform 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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.

Proper methods of lifting.

Methods and procedures of storing supplies and equipment.

Delivery vehicle operation and routine maintenance.

Operation of a forklift and other assigned equipment.
Proper methods of storing equipment, materials and supplies.
Basic record-keeping techniques.

4.17

9.3

Page Two

Health and safety regulations.

ABILITY TO:

Perform physical and clerical duties involved in packing, storing and shipping supplies.
Drive a District truck and operate forklift and pallet jack.
Learn warehousing procedures relating to the receipt, storage and issuance of materials and supplies used in the District.
Lift and move heavy objects.
Maintain routine records.
Understand and follow oral and written directions.
Learn District office locations and geography of the District.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including one year of experience in shipping, receiving and delivery work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

PHYSICAL ABILITIES:

Carrying, pushing, lifting heavy items; reaching above shoulder; bending; standing for extended periods of time; working on ladders or scaffolding.

HAZARDS:

Driving during adverse weather conditions.