

SAN YSIDRO SCHOOL DISTRICT

TITLE: Warehouse Distribution Associate
DEPARTMENT: Maintenance
FLSA: Non-Exempt
REVISED: April 2016

REPORTS TO: MOTF Manager
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 14-18
Board Approved: October 2022

BASIC FUNCTION: Warehouse and Distribution Associate shall plan and organize daily operations of district warehouse including receipt, inspection, storage, distribution and delivery of supplies, furniture, equipment, instructional materials including state adopted textbooks, monies and confidential items, food services deliveries, and data processing materials; maintain schedules of shipment, distribution and circulation. Make deliveries to district locations as needed. Maintain warehouse database of supplies, surplus and distribution.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Plan, organize and execute daily operations of district warehouse including receipt, inspection, storage, distribution, documentation and delivery of supplies, furniture, equipment, instructional materials including state adopted textbooks, monies and confidential items, data processing materials and food services deliveries.
- Plan and organize district mail sorting and delivery. Create and communicate routes and scheduling for mail, money, food, equipment and supplies.
- Clean and maintain tools and equipment and report any needs for repair.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Develop and maintain statistical records and reports; attend meetings as assigned.
- Maintain inventory and expenditures in district database for warehousing and distribution services; act as liaison with district sites, departments, outside agencies, and businesses coordinating receipt and distribution of materials.
- Enforce safety rules and regulations for warehouse operations and delivery services.
- Assists with the delivery of all items entrusted in his/her care, depositing all items in the place designated by the recipient as needed.
- Assists in transporting such books, foods, materials, equipment, supplies, mail, and other items required by the schools and district as needed.
- Operates District vehicles and equipment for the purpose of delivering stock, material and supplies to appropriate locations to meet District needs.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Oral and written communication skills.
- Reading and writing English communication skills.
- Data collection and metrics reporting.

- Modern warehousing, storage, distribution and delivery methods, procedures and regulations.
- Computers and related software applications.

ABILITIES:

- Operate standard office equipment including microcomputers and related software and database applications.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Develop and implement efficient operating systems for unit.
- Provide delivery services.
- Operate powered pallet jack safely.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent and at least 2 years of experience in warehouse management; receiving, processing, and distribution or equivalent experience.
- Demonstrated experience in operating a powered pallet jack.
- Experience in managing database.
- Possession of a valid California driver's license appropriate to vehicles and equipment operated in unit.

WORKING CONDITIONS:

- Warehouse setting; warehouse freezers; driving a truck to conduct business.

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to maintain a rigorous work schedule which may require driving, continuous heavy physical exertion, and frequent heavy lifting; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.