

CLASS SPECIFICATION
Senior Warehouse Worker

GENERAL PURPOSE

Under general supervision, leads and performs a variety of warehouse and distribution activities, including overseeing receiving, storage and rotation of District food or supplies and making arrangements for distribution of food, supplies and equipment to schools and/or central kitchen departments; orders all dry and cold products for each school; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Warehouse Worker is responsible for performing a variety of warehouse and distribution activities; including placing orders for all dry and cold products, inspections of incoming shipments, storing, shelving and rotating items, inventorying assigned stock, pulling requested items from stock and making arrangements for delivery of food, supplies and equipment to school sites.

Senior Warehouse Worker is distinguished from Warehouse Supervisor in that an incumbent in the latter class is responsible for overseeing and managing the operations of the District's central warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Oversees and participates in receiving, storage, rotation and distribution of District supplies and food; oversees and participates in receiving and inspecting incoming freight and parcel deliveries; compares invoices to purchase orders; checks for shortages, damages and other discrepancies; submits receiving records to nutrition office when shipments are complete; stocks and arranges shelves and cold storage and rotates stock as needed; stores and distributes canned, fresh, packaged and frozen foods, materials, equipment and supplies for central kitchen and sites.
2. Loads, unloads and unpacks materials, equipment and supplies from delivery trucks; operates a forklift, pallet jack and other warehouse equipment to store food, supplies and equipment and stock shelves; pulls food, supplies and equipment to fill orders and packs and wraps materials for delivery.
3. Performs inventory control of dry and frozen foods; conducts monthly inventories to ensure proper ordering and rotation of all dry food, paper products and chemical and cleaning supplies; assists managers in physical inventories for annual audits of food service department for District auditors; enters data on surplus items and assets inventory; assists in conducting the annual physical inventory.
4. Compares on-hand inventory with projected needs for dry goods, paper goods and cleaning and chemical supplies and orders all dry products for each school; corrects and edits supply orders for school sites and central kitchen; prints, edits and sorts completed pick tickets for each school and central kitchen according to drivers routes; creates delivery tickets and makes adjustments as necessary.
5. Receives, checks and makes arrangements to deliver equipment to District nutrition centers; assists in pulling orders for all sites and central kitchen.
6. Ensures that incoming shipments meet District needs and quality standards; receives and inspects equipment, textbooks, supplies, materials and food received and reconciles shipments to purchase orders; identifies, reports and processes problem orders according to established procedures.
7. Organizes, completes, maintains, reviews and updates relevant records, files, lists, logs, forms and other documentation; accurately enters data into computer system.

OTHER DUTIES

1. Conducts safety meetings for warehouse on a regular basis; attends District meetings as required.
2. Opens and closes warehouse buildings.
3. Orders banking supplies for schools and NGMC for armored car deposits.
4. Maintains logs for truck repairs and maintenance; ensures solid waste, grease and recyclables are picked up in a timely manner by appropriate agencies.

QUALIFICATIONS

Knowledge of:

1. Modern warehousing and storage procedures, including shipping and receiving, proper and orderly storage, optimum space utilization and stock inventory procedures.
2. Packaging, shipping, receiving and storing practices, procedures, methods and techniques.
3. Inventory maintenance and control methods and procedures.
4. Materials, equipment and supplies used in a school district.
5. Business practices related to the purchase, shipment and receipt of goods.
6. Proper lifting techniques.
7. Types, uses and operations of warehouse vehicles and equipment.
8. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility, including those related to health and safety.
9. Principles and practices of sound business communication.
10. Record-keeping practices and procedures related to a purchasing function.
11. Basic math and mathematical reasoning.

Ability to:

1. Operate warehouse equipment and vehicles, including a delivery truck, forklift and pallet jack.
2. Inspect incoming shipments and compare to purchase orders.
3. Complete and maintain records and forms related to warehouse operations.
4. Understand and follow oral and written instructions.
5. Take inventory and maintain accurate control systems.
6. Make arithmetic calculations quickly and accurately.
7. Examine purchasing and shipping related documentation and identify discrepancies.
8. Follow rules, regulations, policies and procedures.
9. Operate a computer and other standard office equipment.
10. Establish and maintain effective working relationships with District management, administrators, faculty, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or a G.E.D. equivalent; and at least four years of progressively responsible warehouse experience; at least two years of which included purchasing items similar to those purchased by the District and performing receiving and inspection duties; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Employee must be licensed to operate a forklift.

A valid California C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employees occasionally stoops, kneels, bends, crouches or crawls, climbs or balances and lifts up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District management, faculty, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office and a warehouse, and the noise level can be loud. An employee may work near moving equipment and moving mechanical parts.

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