

**CLASS SPECIFICATION  
Warehouse Worker**

**GENERAL PURPOSE**

Under supervision, performs routine warehouse and distribution activities and related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Warehouse Workers perform a variety of routine warehouse and distribution activities, including storing and shelving items and pulling requested items from stock.

Warehouse Worker is distinguished from Senior Warehouse Worker in that the first class is the entry-level position in the warehouse, responsible for performing the most routine warehouse and distribution functions.

**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. Performs assigned warehouse activities; operates a forklift or pallet jack to load, unload and move items; checks in, receives and labels items and places received goods in assigned locations; stocks and arranges shelves and cold storage; participates in periodic inventories; locates, pulls and packages requested food, textbooks, educational materials, supplies, equipment and other materials to accurately fill orders; assists in collecting and storing surplus supplies and equipment; performs warehouse cleaning and maintenance and follows safety and sanitation policies and procedures.
2. Ensures that incoming shipments meet District needs and quality standards; receives and inspects equipment, textbooks, supplies and materials; reconciles shipments to purchase orders; identifies, reports and processes problem orders according to established procedures.
3. Completes and updates relevant records, files, lists, logs, forms and other documentation; accurately enters data into computer system.

**OTHER DUTIES**

1. Operates a delivery vehicle to deliver and pick up shipments and items to and from District schools and sites as needed.

**QUALIFICATIONS**

**Knowledge of:**

1. Packaging, shipping, receiving and storing practices, procedures, methods and techniques.
2. Basic warehouse, work practices, safety, security, health and sanitation procedures relevant to the storage and distribution of food, materials, textbooks, supplies and other items purchased and stored by a school district.

3. Basic math.
4. Traffic and safety laws and safe driving techniques.
5. Proper lifting techniques.

**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. Perform heavy physical labor.
6. Take inventory.
7. Follow rules, regulations, policies and procedures.
8. Operate a computer and other standard office equipment.
9. Read and understand maps and delivery directions.
10. Observe legal and defensive driving practices.
11. Establish and maintain effective working relationships with those encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or a G.E.D. equivalent; and some combination of education, training and experience that produces the requisite knowledge and ability.

**Licenses; Certificates; Special Requirements:**

A valid California Class 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, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District 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.

Employees also work in the District's warehouse, and the noise level can occasionally be loud.

Board Approval 2/15/2007

Effective 7/1/2007