Job Description **10.06**
MOORE PUBLIC SCHOOLS

Job Title: **Supply Warehouseman**

Qualifications:
Credentials: **Valid Oklahoma Drivers License and acceptable driving record.**
Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: 1-2 years of directly related warehouse experience. Operation of forklift, pallet jack and other motorized equipment is required.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic orders, maps or instruction material.

Tools and Equipment Usage: The most complex tools or equipment necessary to perform satisfactory include: operation of truck, lift machines, forklifts, and computer.

Site: **Warehouse**

Reports To: **Director of Supply**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level duties under general supervision to work in the warehouse to deliver material, equipment and supplies to school sites in the district. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public (suppliers) or district personnel to deliver merchandise and fill orders. Job requires interpreting and translating facts and information, explaining situations to persons and advising them of alternative courses of action.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to service departmental needs. It requires following safety guidelines and policies to avoid injury and accident. It requires adhering to school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are critical to the success of the position.

Essential Job Functions:

1. Drives trucks and vans to deliver merchandise to the various sites.

2. Loads and unloads vehicles/trucks. Transports and delivers merchandise to proper location.

3. Checks in orders; inspects merchandise against purchase order; inputs information into log or computer. Places identifying information on items and posts quantity received on purchase orders.

4. Stocks shelves manually or with lift machinery. Completes inventory of merchandise periodically. Retrieves merchandise.

5. Works with UPS drivers and other drivers unloading merchandise.

6. Keeps necessary records relative to movement/transfer of furniture, equipment, etc. Files necessary records and may input data into computerized filing system.

7. Cleans and maintains warehouse and equipment, including assigned vehicle.

8. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a workday, the employee must stand/walk 8 hours per day. Employee's job requires frequent to continuous bending/stooping; squatting/crouching; crawling/kneeling; climbing (height 12 feet); reaching above shoulder; and pushing/pulling.

Employee's job requires frequent to continuous carrying/lifting of up to 75 pounds, occasional carrying/lifting of up to 100 pounds in order to fill orders, complete transfer requests, and stock shelves with equipment and furniture, supplies and parts.

Job requires employee to use both feet for repetitive movements; use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to oversee all phases of the warehouse operation; read and understand orders and locate merchandise.

Employee must possess hearing/speaking ability to communicate by phone to vendors/suppliers and to employees and other callers/customers. Must be able to move from school to school carrying/transporting heavy/bulky merchandise.

Employee's job requires working on unprotected heights; Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to dust, fumes, gases and cold (freezer). Must use safety precaution in handling certain items.

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category F
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 10-12-98
Revised 01-16-01