

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

WAREHOUSE PERSON

**POSITION
DESCRIPTION:**

Directly responsible to the supervisor of the assigned department. To support a safe and orderly environment for students and staff, under the direction of their supervisor, purchases, receives, stocks, issues, delivers supplies and equipment and maintains warehouse related computer files and entries. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Receives freight, verifies contents, identifies shortages or breakage and files appropriate claims and damages
2. Stores, rotates, and organizes materials
3. Follows district procedures for maintaining and accounting for inventory
4. Prepares/Processes purchase requisitions and/or places orders for items stocked in the warehouse
5. Fills, records, and delivers orders with district vehicles
6. Applies district identification to school property
7. Operates forklifts, pallet jacks and other department equipment
8. Assists in planning and organizing warehouse operations
9. Prepares for and performs physical inventories
10. Maintains warehouse and district vehicle in a clean and orderly condition
11. Reports safety, sanitation, and fire hazards to their supervisor
12. Performs assembly of merchandise received as required
13. Makes recommendations for items which need to be added to or deleted from warehouse stock
14. Communicates and works cooperatively with sites and co-workers
15. Accomplishes tasks in a safe, timely, and legal manner
16. Attends trainings and meetings as directed
17. Attends trainings and meetings as directed
18. Performs other related duties as directed

WAREHOUSE PERSON

MINIMUM QUALIFICATIONS:

Requirements:

- Possession of a valid California Drivers License
- No Vehicle Code moving violation within the last 12 months

Knowledge of:

- Tools, materials, methods, and terminology used in warehouse operations

Ability to:

- Operates various vehicles and equipment safely
- Uses a wide variety of tools and equipment skillfully to complete assignments safely
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- Minimum of one (1) year of experience in warehouse or related work

Desired:

- Prior employment as a warehouse person of a large facility or school district

EDUCATION:

Required:

- High School Diploma or equivalent

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders and scaffolding
- Heavy physical labor

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals