JOB DESCRIPTION

Job Title: Warehouse Person

Job Family: Warehouse/Delivery Service

Range: 35

Job Purpose Statement/s: The job of "Warehouse Person" is done for the purpose/s of maintaining and coordinating required inventory of District materials, supplies, equipment and food items at District warehouse site(s) and maintain appropriate records; receive, store, ship, issue and prepare for delivery of mail, instructional materials and other educational/custodial supplies and equipment to designated points in the District.

Essential Job Functions:

* **Receives**, stores and issues materials, supplies and equipment for a central warehouse.
* **Fills** requisitions and marks orders for deliveries.
* **Gives** authoritative information to school staff on warehouse procedures, to include credit and return of damaged material, catalog numbers and units of measure, turn-around time on forms, fall orders and summer school orders.
* **Maintains** records of requisitions, purchase orders and deliveries.
* **Confirms** invoices for payment.
* **Determines** storage space requirements, optimum stock quantities and proper methods of stock control and storage.
* **Oversees** the taking of inventories.
* **Inspects** incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies; directs the return of defective, excessive, broken or incorrect items.
* **Trains** subordinates in proper storage, inventory and supply procedures.
* **Insures** that good housekeeping practices and proper security measures are followed throughout the warehouse facility.
* **Plans,** schedules and assists warehouse deliveries.
* **May** drive a delivery truck, load and unload materials.
* **Advises** appropriate departments of postal/mailing requirements.
* **Coordinates** the receipt, storage and delivery of supplies, materials, equipment and/or food items into and out of District warehouse facilities.
* **Inspects** items received for damage, matches delivered items against packing slips and purchase orders, reports discrepancies to appropriate authority; arranges and delivers items to proper site.
* **Receives** stock requests, fills orders and schedules deliveries to District sites.
* **Loads/unloads** delivery vehicle ensuring that all items and supplies are properly secured.
* **Maintains** ongoing inventory system of warehouse goods and materials; reordering stock on a regular basis as needed.
* **Maintains** warehouse facility in orderly, clean and safe condition.
* **Tags**, stores and delivers capital equipment purchased by the District.
* **Receives** and wraps parcels for shipping; contacts shipping service company, maintains petty cash fund used to cover expenses of shipping and keeps accurate records of shipping transactions.

* **Picks** up and delivers permanent files to District vault.
* **Picks** up, stores and inventories surplus equipment; prepares surplus equipment for sale.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years experience in warehousing and storage work involving the receiving, storing, issuing of supplies and maintenance of records; good driving record.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to operate material handling equipment and tools, perform basic math to calculate quantities of items, use calculator and/or computer.

  Knowledge of methods of receiving, storage, delivery of materials, methods of materials handling.

  Abilities to sit for prolonged periods, understand and carry out oral and written instruction and maintain accurate and detailed records. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, and near/far visual acuity. Maintain accurate supply and inventory records and prepare routine reports.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.