

Job Title: Warehouse Worker**Description of basic functions and responsibilities:**

To Participate in the receipt, storage, loading, unloading, inventory and delivery of District / school supplies, materials and equipment and to maintain related records and files as assigned. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the effective receipt, storage, and distribution of District / school supplies, materials, equipment, and related goods and functions at a journey level of classification.

Supervisor: Central Stores Supervisor

Typical Duties:

Receives, marks, stores, and distributes materials, equipment, books, furniture, foodstuffs, and supplies delivered to the District warehouse facility

Inspects incoming stock/materials for conformity to purchase orders and packing slips

Reports undocumented/unordered shipments, shortages, and/or damaged items and goods to appropriate authority

Fills orders and requisitions submitted by schools or District departments; verifies quantities requested

Loads and unloads trucks and delivery vehicles

Picks up and delivers mail, furniture, equipment, and supplies as assigned

Assists in maintaining records of requisitions, shipping invoices, running inventories, purchase orders, and deliveries related to warehouse tools and equipment

Assists in the inventory of warehouse stock and inventory reconciliations

Operates delivery truck, fork lift, and other warehouse tools and equipment

Assists in maintaining warehouse and related tools and equipment in a clean, safe, and orderly condition

Prepares and/or distributes incoming/outgoing mail; sorts, weighs, and stamps mail

Wraps, packs, logs, and otherwise prepares parcels and goods for shipping

ESUHSD: Warehouse Worker

Performs related duties as assigned.

Employment Standards

Possession of a valid and appropriate California Driver's License

Knowledge of basic warehousing, storage, and distribution methods and procedures

Knowledge of basic stock inventory procedures

Ability to learn safety rules and regulations related to warehouse operations and equipment usage

Ability to maintain accurate warehouse and inventory files and records as assigned

Ability to communicate effectively in both oral and written forms

Ability to safely operate warehouse equipment to include delivery vehicles and fork lift

Ability to understand and follow both oral/written instructions

Ability to read and write at a level required for successful job performance

Ability to perform accurate arithmetic calculations using basic addition, subtraction, multiplication, and division

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

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