

WAREHOUSE WORKER

Purpose Statement

The job of Warehouse Worker was established for the purpose/s of providing support to the warehousing operations with specific responsibilities for maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Transportation Director & Child Nutrition Program Director

Essential Functions

- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Coordinates co-op shipping orders for the purpose of ensuring proper delivery.
- Drives vehicles safely (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains manual and electronic documents, files and records (e.g. loss, expenditures, calendars, requisitions, pick tickets, etc.) for the purpose of documenting activities and providing reliable resource information and accountability.
- Maintains temperature logs (e.g. freezer, refrigerator, etc.) for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements to insure preservation of perishables.
- Organizes deliveries (e.g. daily, co-op, auction items, etc.) for the purpose of ensuring maximum efficiency.
- Participates in physical inventories for the purpose of verifying stock and identifying losses or differences.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Prioritizes job responsibilities for the purpose of maintaining appropriate and due care of all products.
- Receives and inventories stock and non stock items for the purpose of ensuring specifications, quantity and quality of orders are correct and accurately recorded in the electronic database.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing status of deliveries, etc.
- Transports and delivers a variety of items (e.g. records/files, supplies, equipment, materials, mobile computer labs, food, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of receiving and/or delivering materials as required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; applying pertinent guidelines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: effectively communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment Proficiency Test
Pre-employment Drug Screening

Certificates & Licenses

Valid Driver's License & Evidence of Insurability
Medical Health Card
ServSafe Certificate
CDL
Forklift Certification

Continuing Educ. / Training

ServSafe
Medical Health Card
Driver's License
Additional training as required by the District

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Test

FLSA Status

Non Exempt

Approval Date

06/18/2009

Salary Grade

Lane 7