

WAREHOUSE PERSON

Grade 8

Purpose Statement

The job of Warehouse Person is done for the purpose/s of planning, organizing and coordinating the distribution of district warehouse supplies and educational materials; coordinating District shredding; providing custodian functions when assigned; scheduling work assignments within established timeframes and standards; and managing the organization of the warehouse.

This job reports to Director of Maintenance, Operations, Transportation and Facilities

Essential Functions

- Assists maintenance and operations for the purpose of supporting district operation in compliance with established guidelines.
- Completes textbook inventory (e.g., maintaining and organizing all District textbooks, etc.) for the purpose of providing ease of distribution and location of District curriculum.
- Coordinates with vendors, noting overages, shortages and back orders for the purpose of providing necessary review of purchase orders and receipt of inventory.
- Delivers and picks up a variety of items, (e.g., all print shop orders, textbooks to school sites, receipts and mail to and from school sites, sorts mail, etc.) for the purpose of complying with Williams; and distributing items to assigned locations and/or individuals.
- Inspects warehouse equipment for the purpose of maintaining equipment in safe operating condition.
- Maintains a variety of district files and records for the purpose of disposing and shredding in compliance with policies and regulatory procedures.
- Maintains records (e.g., illustrating inventories, etc.) for the purpose of providing current information on status of purchases.
- Organizes supplies and equipment (e.g., textbooks, supplies, technology, furniture, etc.) for the purpose of maintaining accurate inventories, disseminating materials, and/or securing storage locations.
- Participates in a variety of District processes (e.g., setting up equipment and furniture for meetings, maintaining district office files, repacking curriculums for proper storage, transferring curriculum between sites, etc.) for the purpose of performing all necessary tasks for distributing inventory for educational use.
- Performs warehouse processes (e.g., filling orders, transporting supplies and other educational materials/orders to schools on established delivery schedules, etc.) for the purpose of ensuring that all inventory is distributed accurately and on schedule.
- Processes District purchases (e.g., receiving, reviewing, purchases; checking for accuracy, etc.) for the purpose of ensuring accuracy and completeness of purchasing processes.

- Responds to questions for the purpose of providing information related to the procurement of supplies and equipment.

Marginal Functions

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

Job Requirements: Minimum Qualification

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: using materials handling equipment including operating forklifts, pallet jacks, hand trucks, etc.; documenting activities; operating standard office equipment; guiding others; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: materials handling and storage; District curriculum; safety procedures; inventory organization; purchase order detail; and warehouse design and organization.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups: meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent.

Equivalency: one year of successful experiences in storing, purchasing and delivery activities, preferably in a school setting; or any combination of training and experience that provides the desired knowledge and abilities

Required Testing

None Specified

Certificates and Licenses

Forklift Certificate

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.