

LEAD WAREHOUSE WORKER/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Director I-Fiscal Services, receive, store and deliver warehouse supplies, purchase order materials and equipment; deliver daily inter-District mail. Coordinate the operation of the District Warehouse and the work duties for warehouse staff. Execute and maintain the established procedures of the warehouse.

REPRESENTATIVE DUTIES:

- Receive and store warehouse and purchase order items; inspect materials for conformity to purchase order specifications and assure correctness and proper condition of merchandise; package materials and prepare for delivery; prepare appropriate documentation; load trucks. **E**
- Deliver warehouse orders and purchase order materials to teachers and staff directly to the classroom or office as appropriate. **E**
- Deliver inter-District mail; pick up mail from various locations and deliver to the District Office; pick up District Office mail and deliver to other schools or locations; deliver Board agendas. **E**
- Log materials, equipment and supplies received from UPS, US mail and other vendors; sort mail according to established procedures; maintain related files. **E**
- Fill warehouse orders by removing stock from shelves and packaging for delivery; restock shelves as needed. **E**
- Operate various warehouse equipment and vehicles including a truck, forklift, pallet jack, hand truck and others as assigned; maintain or recommend maintenance of equipment as needed. **E**
- Receive, store, record and deliver commodity foods. **E**
- Update the materials safety data sheet and maintain other records as assigned.
- Pick up, maintain and inventory obsolete equipment; coordinate sale of obsolete equipment. **E**
- Engrave and barcode equipment for fixed asset inventory. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.

Basic math skills.

Proper methods of lifting.

Methods and procedures of storing supplies and equipment.

Basic postal requirements and regulations.

Inventory methods and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide a DMV printout dated within two months
Perform physical and clerical duties involved in receiving, packing, storing and shipping supplies and equipment.
Drive a district truck and operate a forklift and other warehouse equipment.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Learn District locations.
Meet schedules and timelines.
Work in refrigerated storage areas.
Operate a computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years warehouse related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Warehouse environment.
Driving a vehicle to conduct work.
Fumes, dust and odors.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate warehouse equipment and tools.
Climbing ladders.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

HAZARDS:

Working on ladders at heights.
Working around and with machinery having moving parts.
Driving a vehicle during adverse weather conditions.

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Range 19