

9.15.02 WAREHOUSE DELIVERY

Reports To: Director of Supportive Services

Dept/Campus: Receiving Warehouse

Wage/Hour Status: Nonexempt

Length of Contract: 250/260

PRIMARY PURPOSE:

Assist in the daily activities of the assigned receiving department to ensure safe and efficient storage and retrieval of district supplies.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Valid driver's license

Special Knowledge/Skills:

Knowledge of computerized inventory and tracking system
Ability to operate hand tools and mechanical equipment
Ability to communicate effectively
Patient and calm demeanor with students and others

Experience:

Two years experience in warehouse/delivery operations

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Verify accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders, record any discrepancies or damage.

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5. Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
6. Move inventory to various locations manually or by operating mechanical equipment, including forklift, pallet jack, and handcart.
7. Load and unload delivery truck by hand or with pallet jack.
8. Responsible for the delivery of items received by assigned warehouse to proper school or department on a daily basis.
9. Assist in the warehousing and storage of supplies and equipment, which may include surplus furniture, equipment, certain school records, and consumable materials.
10. Maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.
11. Operate tools, equipment, and machinery according to prescribed safety procedures.
12. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
13. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
14. Maintain a neat and orderly work space and assist in cleaning of assigned area.
15. Perform other duties as assigned.

EQUIPMENT USED:

Computer, ladder, dolly, scaffolding, forklift, pallet jack, box knife, and small hand tools

WORKING CONDITIONS:

Mental Demands:

Ability to maintain emotional control under stress

Physical Demands:

Moderate walking, standing, and/or climbing; heavy lifting and carrying; stooping, bending, kneeling, and reaching; work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and scaffolding; expose to slippery and uneven surfaces

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Date Adopted: August 2, 2007

Last Revised by Administration: July 19, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date