



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD WAREHOUSE WORKER

BASIC FUNCTION:

Receives general supervision from the Warehouse Supervisor to provide lead guidance over Warehouse Workers and assist the Warehouse Supervisor; perform a variety of work in a central warehousing operation, including unloading, receiving, checking, storing, and distributing equipment, supplies, and materials; perform specialized procedures for textbook and food supplies; and perform related duties as assigned. Exercises lead guidance over Warehouse Workers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Warehouse Supervisor in issuing daily work orders.

Assist in inventory control; periodic inventory, reconciliation, and reporting.

Identify operational and procedural problems; assist the Warehouse Supervisor in correcting them.

Perform the most complex warehouse work including computer data entry.

Unload, check and put away incoming stock, operating a fork lift when necessary.

Restock shelves and mark stock with catalog numbers.

Take inventory and tag stock.

Fill pic lists, load trucks.

Perform simple clerical work.

Process incoming requisitions utilizing computer terminal. Monitor stock status on the computer terminal.

Fill food orders on a regular or emergency basis.

Drive a truck and deliver supplies and equipment to various receiving points throughout the District.

Keep the Warehouse area clean and orderly.

Lead Warehouse Worker – Continued

Receive textbooks and check against textbook order list; note discrepancies in shipments and refer to Director of Purchasing for correction.

Maintain records of all items received and delivered to various sites.

Take regular inventory of government surplus food.

Record and keep up-to-date incoming food supply files.

Ensure food supplies are delivered on correct dates.

Keep records on all cafeteria ticket orders.

Assume the duties of the Warehouse Supervisor in his absence.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Supervisory and training techniques.
- Principles of work organization.
- Warehouse procedures including methods for receiving, storing, and distributing supplies.
- General clerical methods.
- Computerized stock control systems.
- Oral and written communication skills.

ABILITY TO:

- Oversee the work of others.
- Perform specialized warehousing procedures pertaining to food storage, textbooks, and other areas.
- Keep accurate and current records of stock transactions.
- Operate electronic on-line data terminal.
- Understand and carry out oral and written directions.
- Move and lift heavy objects.
- Operate and care for trucks and warehousing equipment.
- Read and write at the level required for successful performance on the job.
- Understand and carry out written and oral instructions.
- Establish and maintain cooperative working relationships with others.

Lead Warehouse Worker – Continued

- Physical capability sufficient to perform job tasks.
- Assist Warehouse Supervisor with data entry and maintaining a computerized stock control environment.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

A high school diploma and /or at least two years of responsible experience in receiving, issuing, and storing supplies in a large warehousing operation utilizing a computerized stock control system.

License or Certificate

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL REQUIREMENTS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 60 lbs at waist height for short distances.
- Lift up to 40 lbs to shoulder height.
- Occasionally lift up to 60 lbs to shoulder height.
- Push/pull up to 200 lbs for short distances.
- Occasionally push/pull up to 350 lbs. for short distances.
- Bend at the waist, kneel and stoop.
- Frequently grasp, reach overhead, above the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to freezing temperatures

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 41
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