



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: **WAREHOUSE WORKER**

BASIC FUNCTION:

Receives general supervision from the Warehouse Supervisor to 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; deliver supplies to District sites; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Restock shelves and mark stock with catalog numbers.

Take inventory and tag stock.

Fill requisitions; load trucks.

Perform simple clerical work.

Process incoming requisitions.

Fill food orders on a regular or emergency basis.

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

Keep the warehouse and food warehouse area clean and orderly.

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

Maintain records of textbooks received and delivered.

Deliver textbooks to schools and other District locations in a timely manner.

Take regular inventory of government surplus food.

Write daily pickup tags for frozen food orders delivered to schools.

Warehouse Worker – Continued

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

Ensure food supplies delivered on correct dates.

Keep records on all cafeteria ticket orders.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Warehouse procedures including methods for receiving, storing, and distributing supplies.
- General clerical methods.
- Oral and written communication skills.

ABILITY TO:

- Learn specialized warehousing procedures pertaining to food storage, textbooks, and other areas.
- Keep accurate and current records of stock transactions.
- 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.
- Physical capability sufficient to perform job tasks.
- 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:

Any combination of education, training and/or experience equivalent to two years of experience in inventory or warehouse related work.

LICENSE OR CERTIFICATE

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

Warehouse Worker – Continued

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 DEMANDS:

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 at shoulder height.
- Occasionally lift up to 60 lbs at 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: 37