



Warehouse Technician

Classified Position

Initial Date: October 14, 1976
Board Approval: June 7, 2011
Revision Date: June 1, 2011
Personnel Commission:
Range: 49
Reports to Director Student Nutrition

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To coordinate, oversee, and participate in a variety of warehouse and storekeeping duties for the District Warehouse and Food Service programs; to receive, inspect, store, and distribute supplies, equipment, furniture, and foodstuffs; and to maintain pertinent records. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job requires extensive knowledge of warehousing and storekeeping practices and procedures.

DISTINGUISHING CHARACTERISTICS:

This single incumbent job class requires the ability to oversee the work of assigned staff and the ability to safely and properly operate warehouse equipment. This class is responsible for the accurate and timely receipt and distribution of various materials and for the maintenance of online computerized stores records.

REPRESENTATIVE DUTIES:

- Participates in receiving, unpacking, inspecting, and storing incoming supplies, equipment, and foodstuffs; checks items against purchase orders, invoices, and packing slips for conformity or possible damage; contacts vendors and/or supervisor regarding shortages, overages, damage, or related matters.
- Participates in assembling requisitions for supplies or material, reviewing them for conformity; obtains stock from shelves to fill orders and routes to appropriate destination.
- Delivers supplies, material, and furniture to schools and other sites; obtains signatures for receipt of items.
- Inputs information into computer terminal to update inventory stock levels, fixed assets, purchase orders, receipts and issuances.
- Loads and unloads trucks.
- Operates delivery vehicles, forklifts, and other warehouse tools and equipment.
- Maintains records and reports relating to warehouse stock, equipment, and inventory.
- Conducts annual inventory counts to verify accuracy of records.
- May move and place purchased furniture and equipment.
- Maintains the warehouse and its equipment in a clean, safe, and orderly condition; ensures that fire prevention and pest control standards are met.
- Inspects warehouse vehicles for safety of operation and sees to periodic maintenance.
- Compiles lists of supplies, stores, equipment, and other material to be published and circulated to all activities for reference.
- Trains subordinate staff, as necessary.
- Performs related duties similar to the above in scope and functions, as required.
- Receives and tags incoming equipment.
- Record and maintain fixed asset data base.
- Conducts annual inventory of fixed assets.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required;

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

- Knowledge of standard specifications for school and classroom supplies, materials, foodstuffs, furniture and equipment and of modern warehousing methods, techniques and inventory.
- Knowledge of safety rules and precautions used in warehousing, lifting, and carrying.
- Skill in basic arithmetic computation skills including addition, subtraction, multiplication, and division.
- Ability to understand and follow oral and written instructions.
- Skill in safely operating a variety of warehouse tools and equipment.
- Skill in maintaining manual and computerized records and files; learning computerized inventory system.
- Ability to plan and organize assigned tasks so as to meet established timelines.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.

WORKING CONDITIONS:

- Manual dexterity and physical condition to maintain a rigorous work schedule involving making deliveries/pickups to all District locations and continuous physical exertion. Moderate to strenuous physical effort for extended periods of time.
- Physical demands include lifting up to 80 pounds, standing, walking and sitting for extended periods, bending at the waist, pushing, pulling, twisting, turning and dexterity of hands and fingers to operate tools and equipment.
- Must have physical skills/abilities/faculties to allow the full operation of a hand-truck, forklift, hydraulic pallet lift, furniture dolly, van or truck.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

- Work environment - primarily indoors.
- Temperature - normal climate, occasional adverse weather conditions.
- Chemical exposure - occasional: gasoline, oil.
- Fumes/Gases/Odors - occasional.

CONTACTS:

- Daily contacts with students, teachers, school and District staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Education equivalent to high school education.
- Three years of warehouse experience; some school district warehouse experience is desirable.

OCCUPATIONAL CERTIFICATES/LICENSES:

- Valid California Drivers License.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.