

Madera Unified School District Classified Job Description Warehouse Assistant

Purpose Statement

The job of Warehouse Assistant was established for the purpose/s of providing support to the educational process with specific responsibilities for warehousing operations; maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Director of Purchasing.

Essential Functions

- Barcodes fixed assets for the purpose of identifying materials.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Delivers a variety of items (e.g. boxes, packages, cargo, office supplies, furniture, equipment, textbooks, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains manual and electronic documents, files and records (e.g. delivery logs, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Recycles old textbooks for the purpose of discarding books in accordance with established District policy.

- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Restocks main warehouse for the purpose of ensuring items availability.
- Transports a variety of items (e.g. supplies, equipment, materials, P.E. clothes, etc.) for the purpose of receiving and/or delivering materials as required.

Other Functions

- Exchanges dust mops for the purpose of keeping mop heads clean and sanitary.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Minimum Qualifications

Experience Six months of varied warehouse duties.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Continuing Educ./Training

Forklift Certificate

Class B C CDL

Certificates

Forklift Certificate (by assignment)

Class B- C CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands (D)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range