

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Warehouse Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)	
SERIES:	None	FLSA:	Non-Exempt	
JOB CLASS CODE:	0998	WORK YEAR:	10 or 12 Months	
DEPARTMENT:	Assigned Department	SALARY:	Range 48 Salary Schedule C	
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58	04-87
		BOARD REVISION:	10-29-73	01-11-88
		BOARD REVISION:	<u>05-82</u>	<u>03-01-94</u>
		HR REVISION:	05-07-12	
		CABINET APPROVAL:	11-21-13	
		CABINET REVISION:	01-21-14	

BASIC FUNCTION:

Perform routine general warehouse/central receiving duties, and receive, process, store, disburse, load, and deliver all types of food and nutrition supplies, perishables, books, mail, supplies, materials, equipment, furniture, and other items; shelve, arrange and label stock; operate a forklift and other warehouse machines and equipment; drive a truck to deliver and pick up materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Maintain inventory control and rotation of stock; process incoming and outgoing paperwork pertaining to deliveries; work with computer schedules to verify remaining supply and textbook inventory during scheduled periods; maintain perpetual inventories. **E**

Maintain the warehouse in a clean, safe, and orderly condition; clean by sweeping, dusting, and re-packing of stock to meet required health and safety regulations. **E**

Maintain appropriate food temperatures following the Food Safety and Hazard Analysis Critical Control Points (HACCP) process and guidelines.

Unload tractor-trailers and local delivery vans; pick up stock from other facilities for delivery back to the warehouse; tag all incoming supplies with catalog number, and move stock to proper location in warehouse; pick up discarded textbooks from school sites. **E**

Use site delivery reports to assemble orders for individual schools and offices; load onto truck for delivery to schools and offices according to regular delivery schedule. **E**

Verify supply, equipment, and textbook information on bill of lading to purchase order and packing list; sign off each order when completed; lift heavy objects. **E**

Fill emergency requisitions immediately upon being presented. **E**

Pick up audiovisual equipment, computers, printers, and other related materials from schools for repair and transport to the Electronics Department; recycle obsolete electronics equipment and textbooks from sites. **E**

Pick up, sort, and disperse interdistrict school mail on a daily basis; pick up payroll checks/advices from district office, and transport to main post office. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, one year of warehouse or related experience, and experience driving large vehicles with power-lift gates, operating forklifts, and electric pallet jacks.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license preferred, and provide proof of insurance; employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; forklift certification required and must be obtained within one year of employment; and acquire Food Safety Certification within first year of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices, and terminology used in warehouse operations.

Procurement procedures associated with ordering, receiving, processing, storing, and delivering supplies and equipment.

Basic math skills.

Proper methods of lifting.

Basic inventory methods and practices.

Safe driving practices and traffic laws.

Local street names and geography.

Preventive maintenance requirements of automotive equipment.

Safety procedures related to operation of forklifts, pallet jacks, and other warehouse equipment.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations, and hazards and safety precautions of this type of work.

ABILITY TO:

Perform the basic function of the position.

Shelve, arrange and label stock.

Operate a forklift and other warehouse machines and equipment.

Drive a truck to pick up and deliver supplies, equipment, and materials.

Operate heavy hand-truck loads.

Maintain inventory.

Perform mathematical calculations quickly and accurately.

Drive trucks in confined areas and while children are present.

Lift heavy objects according to safety regulations.

Keep accurate and current records of stock transactions.

Understand oral and written directions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Maintain effective relationships with those contacted in the course of work.
Observe legal and defensive driving practices.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Warehouse work and school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Lift heavy objects; lift warehouse stock; work with heavy lifting machinery; reach overhead, above the shoulders and horizontally; stand for extended periods of time; bend at the waist; dexterity of hands and fingers to operate warehouse equipment.

SAMPLE HAZARDS:

Drive a vehicle during adverse weather conditions; work with heavy lifting machinery.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date