

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: WAREHOUSE ASSISTANT

EMPLOYEE CLASSIFICATION: Classified, Non-Exempt

OVERVIEW OF JOB DESCRIPTION: Assist in warehouse duties and services

PERFORMANCE RESPONSIBILITIES:

1. Establish and maintain good rapport with students, employees and community.
2. Maintain stocking warehouse shelves.
3. Receive merchandise from freight companies.
4. Pull orders and stage for delivery to sites.
5. Load van for morning deliveries.
6. Transfer, sort, and distribute U.S. mail and interdepartmental mail, and possess knowledge of current postal regulations and practices.
7. Deliver purchased items.
8. Operate forklift, pallet jack, and other warehouse equipment.
9. Pick up and deliver warehouse supplies.
10. Perform other job related duties as assigned.

REPORTS TO: Warehouse Coordinator

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.