

**Central Valley School District  
Job Description #326**

**TITLE            Warehouse Assistant**

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**GENERAL SUMMARY**

This position is a seasonal position to meet the extra demands on the warehouse throughout the summer months (the first working day after the last day of school to the last working day before the start of school). The last week of August through the first day of school in September is a critical time, and no leaves will be approved during that time span.

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**ESSENTIAL JOB FUNCTIONS**

1.     Receive and verify incoming shipments.
2.     Accurately fill orders for the schools and administration building.
3.     Assist in delivery of supplies to the administration building.
4.     Keep warehouse clean and orderly.
5.     Sort pallets.
6.     Stock and rotate supplies.
7.     Maintain proper ordering and receiving records of warehouse stock items.
8.     Operate forklift, pallet jack, handcart, and other related equipment.
9.     Coordinate the pick up and disposal of district surplus in accordance with the state codes and district policy.
10.    Provide positive customer service in a manner consistent with district warehousing needs.
11.    Perform other duties as assigned.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position performs various warehousing duties under the direction of the warehouse supervisor.

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**MENTAL DEMANDS**

This position will experience multiple demands and multi-tasking, and will require concentration and attention to detail.

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**PHYSICAL DEMANDS**

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**QUALIFICATIONS:**

1. Ability to work independently with minimal supervision.
2. Previous warehousing experience preferred.
3. Obtaining Lift Truck Certification will be required. Recertification will be required every three years per Federal requirements. Training and certification will be handled in house and during regular working hours.
4. Must have the ability to safely lift 50 pounds on a regular basis, and up to 100 pounds periodically.
5. Ability to establish and maintain effective working relationships with a variety of people.
6. Ability to organize, set priorities, and coordinate activities.
7. Ability to maintain accurate computerized records.
8. Must obtain forklift certification within 30 days of hire (first working day).

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**UNIT AFFILIATION**

Seasonal

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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Developed June 2007  
Revised 03/16