

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

TITLE **Warehouseperson**

GENERAL SUMMARY

This position is being created on a temporary basis to meet the extra demands on the warehouse throughout the high school construction and forthcoming remodels. Duration of the position will be approximately four (4) years.

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 schools and 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.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

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

MENTAL DEMANDS

PHYSICAL DEMANDS

QUALIFICATIONS:

1. Ability to work independently with minimal supervision.
2. Previous warehousing experience preferred.
3. Must have the ability to safely lift 50 pounds on a regular basis, and up to 100 pounds periodically.
4. Ability to establish and maintain effective working relationships with a variety of people.
5. Ability to organize, set priorities, and coordinate activities.
6. Ability to maintain accurate computerized records.
7. Must hold a forklift operators certification.

UNIT AFFILIATION

Maintenance

CONDITIONS

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

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