

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

WAREHOUSE PERSON

Definition:

Under general supervision, to perform a variety of activities related to the receiving, inspecting, processing and storing of materials, supplies and equipment in the District warehouse; to drive a delivery vehicle in the pick up and deliver of warehouse supplies, materials, and equipment; and to do other related work as required.

Essential Duties:

1. Load a delivery vehicle with a variety of supplies, materials, equipment, and mail.
2. Drive a deliver vehicle to deliver and pickup sites and load and unload the delivery vehicles in specified locations.
3. Assist in receiving, processing, and storing warehouse supplies, materials and equipment.
4. Assist in maintaining a variety of warehouse and delivery related records.
5. Receive and process delivery acknowledgment receipts.
6. Operate a variety of warehouse equipment including a forklift, pallet jack, and hand truck.
7. Assist in conducting warehouse and site inventory reviews and in maintaining inventory control procedures.
8. Packages materials for safe transport.
9. Fills supply and form requisitions, marks for delivery.
10. May assist in verifying accuracy of shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice, packing slip or purchase order; records discrepancies or damage.
11. Records fixed asset number and grant ID number if appropriate.

JOB DESCRIPTION

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WAREHOUSE PERSON

12. Restocks shelves and rotates supplies.
13. Keeps shelves and other storage spaces in a clean and orderly condition; maintains warehouse area in a clean and safe fashion.
14. Perform other duties as assigned.

Qualifications

Knowledge Of:

1. Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment, and mail.
2. Simple record management procedures.
3. Vehicle service and maintenance requirements.
4. Safe working and vehicle operational practices.
5. Basic written and oral English and simple math.
6. Bulk mail and internal mail room procedures.

Ability To:

1. Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation.
2. Perform routine clerical tasks.
3. Perform moderately heavy manual tasks.
4. Understand and carry out oral and written directions.
5. Establish and maintain cooperative working relationships.
6. Lift and carry heavy loads in a safe manner.

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7. Learn new procedures and equipment use.

Physical Demands:

The physical requirements indicated below are examples of physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing services in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Six months experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

Education: Equivalent to the completion of the twelfth grade/high school diploma.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

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WAREHOUSE PERSON

Condition of Employment:

1. Insurability by the District's liability insurance carrier.
2. No candidate will be offered employment until references are checked.
3. No candidate will be offered employment until the District receives a Department of Justice clearance.

JOB

DESCRIPTION

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4. No candidate will be offered employment until passing a physical examination.
5. After conditional offer of regular or substitute employment, each candidate will be required to pay the cost of all pre-employment processing which will include: fingerprints, TB test, and physical examination. Prior to employment, the selected candidate will be required to furnish physical examination and negative TB test results.

Salary:

Range 11 of Classified Salary Schedule.