

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE OPERATOR

DEFINITION:

Under the supervision of the Director of Purchasing, organizes and operates a District supply warehouse; receives, inspects, stores and coordinates the delivery of materials, supplies, and equipment for the District.

STATEMENT OF TYPICAL DUTIES:

- a. Receives and stores District materials, equipment and supplies including educational, office, cafeteria, custodial, and maintenance supplies; prepares storage space; unloads, counts, numbers, tags, and shelves incoming materials.
- b. Inspects incoming stock for conformance with purchase orders; notes and reports unacceptable deliveries, such as, shortages, damages and other discrepancies.
- c. Prepares items for delivery; participates in the preparation of delivery schedules, as requested.
- d. Performs a variety of warehousing functions including filling requisitions, stocking, shelving, and checking materials and supplies.
- e. Maintains perpetual inventory records and adequate stock levels; confers with supervisor in determining appropriate stock levels.
- f. Maintains bins, shelves and storage areas in clean, safe and orderly condition; assures compliance with fire prevention and pest control standards.
- g. Delivers equipment, materials, and supplies to various District sites, as necessary.
- h. Prepares and maintains various records and reports related to warehouse operations and inventory.
- i. Operates a variety of equipment and machines including forklifts, pallet jacks, and trucks.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Methods, equipment and materials used in the receipt, storage, control, inventory and distribution of stock and materials.

Equipment, materials and supplies used in a high school district.

Operation of warehouse equipment and vehicles.
Inventory procedures and techniques.
Safety and security procedures and practices.
Proper methods of loading and unloading delivery vehicles.
Interpersonal skills using tact, patience and courtesy.
Record keeping techniques.
Correct English usage.

KNOWLEDGE AND ABILITIES: - continued

Ability to:

- Perform a variety of warehousing duties including filling requisitions, stocking, shelving and checking materials and supplies.
- Operate a variety of warehouse and delivery equipment, machines and vehicles.
- Maintain perpetual inventory records and appropriate stock levels.
- Add, subtract, multiply and divide quickly and accurately.
- Perform heavy manual labor.
- Lift objects weighing up to 50 pounds.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Communicate effectively.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of general warehouse experience including receiving, storing and issuing stock.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Warehouse environment; subject to heavy lifting, carrying, pushing and climbing.

Revisions approved 1-11-89