

CLASS TITLE: WAREHOUSE PERSON/EXPEDITER

DEFINITION:

Under the supervision of Director of Purchasing, participates in and expedites District warehouse and delivery operation; obtains, receives, stores, and delivers materials, supplies, and equipment for the District.

STATEMENT OF TYPICAL DUTIES:

- a. Prepares equipment, materials, and supplies for delivery, including cafeteria, maintenance and operation, and other warehouse supplies; loads and unloads delivery vehicles.
- b. Picks up and delivers a variety of equipment, materials and supplies to various District sites; delivers malfunctioning equipment for repairs; assists in setting up equipment and furniture, as necessary.
- c. Ships and receives UPS items, U.S. mail and other supplies.
- d. Orders and obtains equipment, materials, and supplies, as needed; confers with vendors to obtain price quotes and product information.
- e. Receives and stores equipment, materials, and supplies; inspects incoming stock for conformance with purchase orders and reports discrepancies.
- f. Performs a variety of warehousing functions including filling requisitions, stocking, shelving, and checking materials and supplies.
- g. Assists in maintaining warehouse in a clean and orderly condition.
- h. Prepares and maintains various records and reports related to warehousing functions, deliveries, and expediting activities.
- i. Operates a variety of equipment and machines, including forklifts, pallet jacks, and delivery vehicles.
- 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 receipts, storage, expediting and delivery, of stock and materials.
- Equipment, materials, and supplies used in a high school district.
- Operation of warehouse equipment and delivery vehicles.
- Safety and security procedures and practices.
- Proper methods of loading and unloading delivery vehicles.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping techniques.

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.
- Order, obtain and expedite the delivery of equipment, supplies and materials.
- Perform heavy manual labor.
- Lift objects weighing 50 pounds.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years related warehouse experience.

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; work involves driving from site-to-site to deliver supplies and materials; subject to heavy lifting, carrying, pushing and exposure to temperature extremes.

Revisions approved 1-11-89