

4J SCHOOL DISTRICT

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| Job Title: | WAREHOUSE OPERATIONS ASSISTANT/DRIVER | Dot #: 906.683-022 |
| Department: | Warehouse/Education Center - Food Supplies | |
| Work Hours: | 8 hours daily. Day shift/hours vary. Year round position. | |
| Job Summary: | <ul style="list-style-type: none"> ·Stage food products from freezer and refrigerator, pick orders according to order sheet. ·Route delivery of materials and supplies to selected school sites. ·Maintain and implement warehousing system by receiving, storing, rotating, delivering, shipping and inventorying warehouse supplies. ·Perform other related duties as required. | |
| Qualifications: | <ul style="list-style-type: none"> ·Sufficient education to understand and follow verbal and written instructions. ·The ability to learn the operation of power and automated equipment within 6 month period of time. ·Possession of a valid Oregon Drivers License and good driving record. · CDL required. | |
| ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time) | | |
| Physical: | <ul style="list-style-type: none"> ·Standing/Walking: Frequently; when not driving truck while performing duties in warehouse, loading/unloading truck and delivering to various school facilities; walking, up to 2-3 miles per shift on a variety of surfaces. ·Sitting: Occasionally; while driving forklift and truck in between stops up to 5-15 minute intervals. ·Lift/Carry: Frequently, 10-50 pounds; boxes of food products. Carry short distance up to 6-10 feet. Most items moved using hand truck. ·Push/Pull: Frequently; using both hands and arms while moving materials via hand truck moving office furniture, exerting a force ranging from 10-50 pounds. ·Climbing: Frequently; stepping in/out of truck, 21 inch step from ground, between 40-50 repetitions per shift. Occasionally; climbing ladders in warehouse while putting up/retrieving stock, on/off forklift. ·Bending/Twisting: Frequently; at waist/neck while driving throughout workshift, loading/unloading items from truck and performing warehouse duties. Items must be retrieved from lower level 8-10 inches off floor and placed up to heights of 80 inches in shelves while warehousing. ·Kneeling/Crouching: Occasionally; while inspecting truck, bleeding air brakes and performing cleanup duties. ·Hands/Arms: Constant use of both throughout workshift while operating vehicle/forklift, loading/unloading supplies and materials using hand truck. Overhead reaching is required. ·Sight/Hearing/Speech: Constantly; required to provide safe operation of truck, communicate with staff at variety of school locations. | |
| Mental: | <ul style="list-style-type: none"> ·Constant mental alertness required while operating truck. ·Must possess sufficient communication skills, written and oral, to complete all assignments. ·Must be able to read, write and speak English. ·Must be able to work independently completing assigned route daily, managing time and complete 22 stops per day. ·Must be able to understand and comply with automated merchandising, purchasing/receiving procedures. ·Must be adaptable in flexibility to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators and others. | |
| Work Conditions: | <ul style="list-style-type: none"> ·Work is performed 50% of time in warehouse operations, 10-15% in freezer/refrigerator picking up/delivering materials. 50% on the road performing numerous stops during daily route. ·Hazards include driving 12 ton vehicle in all types of weather, cold environment/freezer, slippery surfaces, lifting hazards, exposure to moving vehicles and equipment, some bouncing, jarring, vibration from truck operations. ·Equipment used includes 12 ton truck, hand truck, pallet jack, forklift, general office equipment, computer, and cleaning equipment. | |