



### **Classification Summary**

Store, transport, and distribute all office supplies, instructional medical supplies, furniture, mail, food and other items received and stocked at central locations in a timely manner. Maintain and implement a warehousing system by receiving, storing, rotating, delivering, shipping, and inventorying warehouse supplies. Perform other related work as required.

### **Distinguishing Characteristics**

This classification specialist is distinguished from the Warehouse Operations Specialist classification by the lack of leadwork responsibilities. Positions in this classification are allocated in units involved in warehousing, storage, and distribution in conformity with established schedules.

### **Supervisory Relationships**

Supervision is provided by an Administrator. Receives technical supervision and instructions from a leadperson.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Deliver goods and supplies to schools and departments throughout the District.
2. Maintain an adequate inventory of goods and supplies by receiving, storing, shipping, and delivering warehouse items. Assist in maintaining an automated inventory records and supply system.
3. Pack supplies and goods for transport to guard against breakage, spoilage, and damage. Store perishable items in freezers.
4. Assist in implementing an efficient warehousing and distribution system by recommending storage layouts and warehouse design.
5. Maintain a clean and safe work environment.
6. Operate warehousing equipment such as hydraulic lifts, forklifts, and other power equipment and motorized vehicles.
7. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Good physical condition to perform heavy lifting (25 - 75 pounds), supply stocking, and other manual labor tasks.
2. Ability to learn and operate motorized equipment and vehicles such as forklifts, transport vans and trucks, and hydraulic lifters.
3. Ability to communicate effectively with schools and departments.
4. Ability to understand and comply with automated merchandising and purchasing/receiving procedures.
5. Adaptability and flexibility to perform work within changing priorities. Ability to work harmoniously with staff, students, administrators, and others.

### **Minimum Qualifications for Class Entry**

1. Sufficient education to understand and follow verbal and written instructions. No experience is required, but must have the ability to learn the operation of power and automated equipment within a six months period of time.
2. Possession of a valid Oregon driver's license and a good driving record.

### Work Environment

Work requires lifting of materials and supplies in the receiving and distribution of such items, usually between 25 to 75 pounds. Work requires prolonged standing, walking, and overhead work. Deliveries are made in various types of weather including inclement conditions.