



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Warehouse Worker

Established date: 7/1/2015

GENERAL PURPOSE

Under general supervision, oversees operation of the central warehouse; receives, stores and issues office supplies and the materials, parts, tools and equipment used in the operation, maintenance and repair of District facilities and grounds; loads materials and supplies for delivery to various sites throughout the District; picks up and delivers mail and packages; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Warehouse Worker performs unskilled and semi-skilled duties while assisting in the operation and maintenance of the District's central warehouse. Assigned work requires general knowledge of the functions applicable to warehouse operations and to solve routine to moderately difficult problems.

This position is directly responsible to the Director of Fiscal Services or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Arranges and coordinates delivery of purchased supplies and materials; arranges location and layout of stock in storage areas; maintains storage areas in a clean and orderly condition; ensures the security of storage areas.
2. Receives and maintains office supplies and the materials, parts, tools and equipment used in the operation, maintenance and repair of District facilities and grounds.
3. Inspects materials, parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against approved purchase orders; updates status of outstanding orders on computer.
4. Performs inventory control duties using computer-based inventory systems; tags or engraves all assets as they arrive; sends tags to appropriate facilities for assets received at other locations.
5. Checks and reconciles records with appropriate inventory listings and records; reports discrepancies.
6. Utilizes and maintains parts catalogs, repair manuals and tracking system for parts maintenance and control.
7. Operates forklifts, pallet jacks, hand trucks, delivery trucks and other light equipment in the storage and delivery of materials, supplies and parts; monitors equipment used for compliance with safety regulations and preventative maintenance standards.
8. Drives vehicles to and from work sites in order to pick up and deliver mail and packages and transport tools, equipment, furniture and materials.
9. Prepares and coordinates a variety of work reports and records; attends District meetings; represents the department with other departments and vendors.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office supplies and the materials, parts, tools and equipment used in the maintenance, repair and operation of District facilities and grounds
2. Stock and inventory control, including receiving, storing and issuing.
3. Warehouse work practices and safety, security, health and sanitation procedures relevant to the storage and distribution of materials, supplies and equipment; proper lifting techniques.
4. Customer service practices and telephone etiquette.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Records management, recordkeeping, filing and basic purchasing practices and procedures.
7. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Accurately inspect incoming shipments and compare to purchase orders.
2. Safely and properly operate standard warehouse equipment, such as forklifts, pallet jacks, hand trucks and delivery trucks.
3. Prepare and maintain basic records accurately.
4. Operate a computer related to area of assignment.
5. Understand and follow written and oral instructions.
6. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least three years of experience in warehousing or inventory control; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Forklift Operator certification within three months of appointment and during the course of employment.

Annual certification for CPR and First Aid are required within three months of appointment and during the course of employment.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a warehouse environment where the noise level is usually moderate and occasionally loud. While performing the duties of the job, the employee occasionally works in outdoor weather conditions, in high, precarious places and around moving equipment. The employee occasionally may be exposed to wet or humid conditions, vibration, fumes or airborne particles.

FLSA Designation:	Non-Exempt
EEO Category:	Service – Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing