

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

WAREHOUSE CREW CHIEF

DEFINITION

To assist in the operation of the warehouse by receiving, inspecting, storing, preparing, and delivering merchandise and equipment; to serve as Warehouse Supervisor in the absence of; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Warehouse Supervisor. Provide functional supervision to lower level warehouse workers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives incoming materials and compares against purchase order. Checks all incoming materials and reports damages or discrepancies; verifies items in shipment with purchase order and checks for concealed damage. Assures that stocked items are properly stored in the warehouse; assures that work areas are maintained in a clean, safe, and orderly manner. Participates in the taking of periodic physical inventories; performs manual and clerical duties in the central warehouse. Operates forklift and light vans and medium trucks as required, delivers, assembles supplies and equipment, and obtains necessary signatures of acceptance as required. Assembles materials received for delivery to all locations, fills orders for supplies and prepares for shipment to the proper location in the district. Assists the supervisor in the day to day operation of the warehouse; acts for the supervisor during absence; performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of methods used in receiving, storing, issuing, and keeping records of supplies and equipment. Ability to keep accurate and current records of warehouse transactions. Ability to keep simple records. Ability to perform heavy manual labor. Ability to operate a delivery truck safely and efficiently. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in warehouse work.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Warehouse Crew Chief (Continued)

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

License or Certificate

Possession of or ability to obtain an appropriate valid California driver's license from the State of California Department of Motor Vehicles.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____