

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

WAREHOUSE WORKER

DEFINITION

To receive, check, store, issue, and deliver school supplies and equipment; and to pick up and deliver supplies and mail.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Warehouse Supervisor.

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

Receives, checks in, and stores materials, equipment, and supplies. Inspect incoming stock. Fill requisitions and packages and marks orders for delivery. Prepares orders for delivery and delivers to the schools. Loads and unloads truck. Maintain cleanliness of warehouse area. Maintain stock record cards. Makes mail runs to all schools in District. Picks up and delivers library and curriculum materials. Make bank deposits of cafeteria funds. Delivers and picks up audio-visual and office equipment. Prepares bulk mailings and parcels for mailing and delivers to post office. Maintains established time schedule over designated route. Assist with the unloading, organization, and delivery of large shipments of books, instructional media, materials, and supplies. Perform 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 Guidelines: 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:

Some experience in stock work involving the receiving, storing, issuing, and delivery of supplies is desirable.

Training:

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

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Warehouse Worker (Continued)

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date: