



Position: Warehouse Distribution Specialist I
Department: Business Services
Reports To: Coordinator, Director

FLSA: Non-Exempt
Pay Grade: 9

SUMMARY

Participates in the organization and maintenance of warehouse supplies, materials and equipment. Picks up and delivers school supplies, mail, materials and equipment.

DISTINGUISHING CHARACTERISTICS

Advancement in the warehousing career ladder requires additional formal education or training in inventory control, mail procedures, warehouse management, or a related field. Incumbents in this position may also consider advancement in the Transportation department.

ESSENTIAL TYPES OF DUTIES (Examples)

- Incumbents in this classification may be assigned to a centralized warehousing function or specific function such as food and perishables.
- Delivers food from a District kitchen to school sites according to assigned routes and schedules. Delivers frozen, dry and canned foods. Loads and unloads food at school sites. Restocks vending machines.
- Unloads, checks and shelves incoming materials, equipment and supplies. Receives merchandise and unloads trucks.
- Inspect incoming stock for conformity to purchase orders. Reports shortages, damages and other discrepancies, as required.
- Assists other warehouse personnel on assigned deliveries and other duties as required.
- Performs a variety of warehousing functions including stocking, shelving, filling requisitions and checking materials and supplies.
- Prepares delivery orders. Picks up various items from locations including District mail, school and office equipment, furniture and supplies.
- Operates forklifts, pallet jacks, vans and trucks to perform duties. Assists in the maintenance of stock records and in inventory counts.
- Maintains the warehouse in a safe and orderly condition.
- Performs related duties and responsibilities as requested to support the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the District warehouse. Requires knowledge of Plant Operations. Requires good organizational and time management skills. Must know and understand safety rules and regulations.

Abilities: Requires the ability to perform the duties of the position effectively and efficiently. Requires the ability to maintain stock inventory control records. Must be able to fill orders accurately from requisitions. Must be able to operate a forklift, pallet jack and delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Requires the ability to perform manual labor, including lifting, carrying, and moving heavy equipment and supplies. Requires communication skills sufficient to interact with peers within the immediate work group, other staff and outside delivery staff or vendors in a manner reflecting positively on the department and the District.

Physical Abilities: Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires good hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.

Education and Experience: High School diploma or the equivalent enabling reading and writing at a level sufficient to perform all required duties of the position and understand safety regulations and related information is required. Minimum of 1 year of general warehouse and delivery experience required.

Licenses and Certificates: TB Test clearance, Criminal Justice Fingerprint clearance, forklift certification, and valid Drivers license.

Board Approved: April 13, 1999