

## **WAREHOUSE / SUPPORT SERVICES WORKER**

### **DEFINITION**

Under general supervision, performs tasks related to the District warehouse / support services and distribution operation such as shipping, receiving, processing, and storing of all materials, supplies and equipment; providing support to all departments in the transport of supplies and equipment; driving a delivery vehicle; performing other related work as required and /or assigned.

### **ESSENTIAL DUTIES**

- Wraps, packs, prepares, loads, unloads and drives a delivery vehicle to pickup and deliver materials, supplies, and equipment to and from various locations
- Supports Print Services, Mail Services, Teacher Resource center, and Research, Testing & Accountability in the processing, storage, pick up and delivery of department materials
- Pick up and deliver surplus furniture, materials, supplies, and equipment for District facilities and staff
- Pick up, deliver, and process recyclable materials from various locations
- Assists in tagging, processing and transporting Fixed Asset equipment
- Assists in maintaining a variety of warehouse and delivery related records
- Receives and processes delivery acknowledgment receipts
- Operates a variety of warehouse equipment, including forklifts, pallet jacks, (manual & electric) rolling carts, and hand trucks.
- Assists in conducting warehouse inventory reviews and in maintaining inventory control procedures
- Reviews delivery vehicle service records and follows up with preventative maintenance and lubrication schedules

### **QUALIFICATIONS**

**Knowledge of:** Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, and equipment; simple record management procedures; vehicle service and maintenance requirements; safe working and vehicle / equipment operational practices.

**Ability to:** Effectively operate a delivery vehicle and participate in a receiving, storage and distribution operation; perform routine clerical tasks; perform moderately heavy manual tasks; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone and other communication devices
- Must possess the manual dexterity to operate equipment and use hand tools, and work with various objects and materials
- May be exposed to hot, wet, humid, or windy conditions caused by inclement weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.