

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: **WAREHOUSE WORKER**

DEPARTMENT: **MAINTENANCE OPERATIONS & TRANSPORTATION**

REPORTS TO: **DIRECTOR MAINTENANCE OPERATIONS & TRANSP.**

DEFINITION:

Under the supervision of the Maintenance, Operations, and Transportation Director, is responsible for the warehousing of supplies, materials and equipment. Performs related work as required.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Maintains the supply warehouse in a clean and easily accessible order.
- Picks up, sorts and delivers District mail.
- Receives incoming shipments, inspects for accuracy, and distributes all incoming freight and supplies to proper areas.
- Fills and delivers all District stock supply requisitions to requesting departments.
- Performs other related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Knowledge of and the ability to operate the warehouse.
- Performing a variety of complex clerical functions.

ABILITY TO:

- Ability to interact with all departments and work cooperatively with others, and supervise others within the department.
- Work closely with the accounting department.
- Lift heavy items safely when needed.
- Operate a forklift and District vehicles.
- The ability to plan and organize work with minimum supervision.

PHYSICAL DEMANDS

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

- Persons performing services in this position classification will exert up to 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, and ramps, and will involve walking, standing or sitting for extended periods.
- Requires mobility to stand, stoop, reach and bend.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

ENVIRONMENT

- Work environment – indoors and outdoors.
- Temperature – normal climate, occasional adverse weather conditions.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Two years experience in warehouse maintenance desirable.

EDUCATION

- Equivalent to completion of high school.

LICENSE REQUIREMENT

Possession of a valid California Drivers License.