

WAREHOUSE WORKER II

Class Code: 7983

TITLE: Warehouse Worker II
Grade 14

REPORTS TO: Director of Logistical Services

SUPERVISES: N/A

JOB FUNCTION: Receive and inspect shipments and verify accurate deliveries against purchase orders; inspect for damages, shortages, wrong items and other concerns. Pick up and delivery of materials and other items.

DUTIES AND RESPONSIBILITIES:

- Receive and inspect shipments and verify accurate deliveries against purchase orders; verify shipments to schools against packing slips.
- Assist in loading and unloading shipments; assist with loading dock duties as assigned.
- Inspect for damages, shortages, wrong items and other concerns; notify appropriate person or vendor.
- Maintain inventory and budget records; assess department or warehouse needs and order supplies as appropriate; maintain stock records.
- Receive and inspect shipments and verify accurate deliveries against purchase orders; verify shipments to schools against packing slips.
- Assist in inventory procedures including the actual total count of stock items and spot check as needed.
- Pick up and deliver school mail, U.S. mail, paychecks, textbooks, films, media supplies, materials or other items as assigned.
- Communicate with District personnel to exchange information, coordinate deliveries and pick-ups, and resolve questions and issues.
- Perform custodial duties to maintain the warehouse in a clean, safe and orderly manner.
- Pull, stamp, pack and prepare items for shipment to schools as assigned.

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DUTIES AND RESPOSIBILITIES (CONT.).

- Operate a variety of warehouse vehicles and equipment; perform basic maintenance on warehouse vehicles as needed.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies and objectives of assigned program and activities.
- Record-keeping techniques.
- Health and safety regulations.
- Basic methods, practices and terminology used in warehouse operations.
- Basic math skills.
- Proper methods of lifting.
- Methods and procedures of storing and loading supplies and equipment.
- Basic inventory methods.

ABILITY TO:

- Receive and inspect shipments and verify accurate deliveries against purchase orders. Inspect for damages, shortages, wrong items and other concerns.
- Load and unload shipments.
- Perform custodial duties.
- Perform physical duties involved in packing, storing and shipping supplies, equipment and other items.
- Drive a District truck and operate a forklift as required.
- Lift and move heavy objects.
- Maintain basic routine records.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Learn District locations.
- Observe legal and defensive driving practices.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.

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PHYSICAL DEMANDS (CONT.):

- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and one year experience in warehouse work.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial Driver's License (CDL) must be obtained within 90 days of employment; must pass driving record check annually

Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012