

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title _____ Warehouseman, Distribution Services _____

Supervisor's Title _____ Floor Manager, Distribution Services _____

Date Prepared _____ 11/95 _____ **Date Reviewed** _____ 3/99 _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Performs assigned tasks necessary for the daily operations of the distribution warehouse, surplus warehouse, and the district mail delivery.

Essential Functions

1. Picks orders using both computer generated pick list and emergency requisitions.
2. Checks and packs orders using forklifts, handpallet or electric jacks. Loads trucks for delivery of supplies and furniture to and from schools and district buildings.
3. Makes truck deliveries including order distribution, mail routes, furniture and equipment pick up and delivery, special truck assignments and other tasks as needed.
4. Completes daily assignments in compliance with warehouse standard operating procedures as well as general district policy.
5. Performs daily pretrip inspection and monitors periodic preventive maintenance on trucks, equipment and facilities.
6. Participates in the annual warehouse inventory. Performs other warehouse tasks not related to receiving as assigned. Assists other departments as needed.
7. Delivers district mail and moves other material such as books, videos, etc. from building to building.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skills and Ability

Each Warehouseman shall be cross-trained in all tasks to include truck driving, operating material handling equipment, mail distribution, order picking, checking and packing, routine preventive maintenance of equipment and facilities, and compliance with warehouse standard operating procedures and general district policies.

1. Needs driving skills necessary to drive a wide variety of trucks.

2. Must have mathematical and clerical skills to load delivery trucks according to delivery routes, fill orders by following a pick list matching stock numbers with proper units of issue and item specifications, and compare items that have been pulled to ensure accuracy. Must pack, organize and label an order preparing it for shipment; completes daily delivery and stock location logs. Completes various district information and inventory control forms.
3. Must have ability and knowledge to safely load securing devices, operate electric pallet jacks, manual hydraulic pallet jacks, a Raymond High Lift machine, Hyster & Allison Fork Lifts with attachments for carpet, man lift, 55 gallon drums and glass.
4. Must possess communication and social skills needed to be a team member and deal effectively with other departments, school personnel, delivery drivers and vendors.
5. Must be self motivated, working mostly unsupervised in completing assigned tasks.
6. Must be able to identify work hazards and eliminate them.
7. Needs flexibility in completing a variety of assignments.

Minimum Entrance Requirements for Training

Requires high school diploma or equivalent. Must possess a current Commercial Driver's License and a D.O.T. medical card.

Minimum Entrance Requirements for Prior Experience

Requires six months of prior job related work experience with demonstrated competence including operating material handling equipment and warehousing and/or truck delivery (including document processing). Must have references as to personal integrity, honesty and dependability.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Responsible for the proper and safe operation of equipment used. Daily updates maintenance logs and documenting picking, checking and delivery or orders and equipment transfer forms.

Interaction with Others (Non-Supervisory)

Works with district employees including administration, teachers and others.

Supervision

N/A

Working Environment

Some assignments are outside in heat, cold, dirt, and inclement weather. Some hazards involved in driving, handling small quantities of hazardous materials, working at heights and using material handling equipment. May move large/heavy items up and down stairs. Continuous pressure to complete tasks in a variety of work assignments with involuntary interruptions and extended days in attempting to meet deadlines.

Physical Demand Characteristics

Requires lifting and moving up to 100 lbs. Must be able to maintain a DOT medical card.