

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
WAREHOUSEMAN

DEFINITION

Under supervision, to have operational/delivery responsibility for the operation of the District warehouse including receiving, storage inventory, pulling of orders and warehouse records; and to perform related work as required.

CLASS CHARACTERISTICS

The incumbent of this one position has considerable independence in selecting work methods from a variety of standard methods or procedures. Instructions given by supervisor generally do not provide all of the information needed to complete the assignment. The incumbent is expected to resolve most problems confronted through the application of judgment and precedent referring only those which involve the establishment of new procedures or which involve solutions which are inconsistent with departmental procedures and policies to supervisor. Supervision is limited to part time personnel.

EXAMPLES OF DUTIES

Received incoming shipments, inspecting for conformity to specification and noting shortages, damages and other discrepancies; completes receiving documents, dating, noting discrepancies, and recording partial shipments; packages and prepares unaccepted items for return shipment; receives and checks items returned by sites for credit, exchange or repair, and completes appropriate forms; plans stock control and storage within warehouse; organizes on pallets, checks order for accuracy and place in designated area for delivery; stamps incoming stock items and labels bins pallets; operates forklift and pallet jack; maintains warehouse files, perform computer data entry; counts stock for periodic inventories; plans inventory procedures; sweeps, mops, dusts, washes windows, empties trash and maintains warehouse in clean and orderly condition; inspects warehouse and inventory for damage and evidence of pests; and disconnects alarm system; and performs related work as required. Performs minor maintenance as needed.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

- Modern warehousing procedures, including receiving and inspection of materials;
- Warehouse practices relating to the storage and issuance of goods;
- Equipment and supplies used in a school system;
- Basic written and spoken English;
- Record keeping applicable to warehouse work;
- Basic arithmetic.

Ability to:

- Establish and maintain effective storekeeping procedures;
- Maintain simple records;
- Operate a power-driven forklift;

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Maintain tools and equipment in clean working order, providing proper security with immediate supervisor;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above. A typical qualifying entrance background is responsible experience in the operation of warehouse including responsibility for receiving and inventory;
or

Experience at or equivalent to experience as a Warehouseman in the Amador County Unified School District in which the incumbent has acquired the knowledges and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength:

Heavy Work- Lifting, carrying, pushing and/or pulling approximately 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

SALARY LEVEL

Range 18 of the ACUSD Classified Salary Schedule.