

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, perform a variety of warehousing duties in receiving, checking and storing supplies and equipment.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Senior Warehouse Worker classification perform a variety of warehousing duties, serve in a lead capacity and perform the duties of Warehouse Supervisor during absence.

REPRESENTATIVE DUTIES:

Perform a variety of warehouse functions including stocking, shelving, filling requisitions and checking in items; schedule and prioritize daily deliveries.

Receive and process requisition orders and prepare items for delivery quickly and accurately; load and unload stock items.

Receive, unload, check and shelve incoming items according to established procedures; mark stock items and attach necessary paperwork as required.

Inspect delivered stock for compliance with requisition and receiving slips; operate a forklift to move and arrange stock in warehouse.

Receive telephone calls and provide information related to warehouse items and activities as required.

Maintain stock inventory and warehouse in a safe, clean and orderly condition; participate in warehouse inventory.

Operate a variety of machines and equipment such as forklift, telephone, hand truck, electric pallet jacks and electronic calculator.

Prepare a variety of warehouse related records and reports.

Provide work direction and guidance to assigned warehouse personnel.

Perform the duties of the Warehouse supervisor during absence.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment and supplies used in schools.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Proper methods of storing equipment, materials and supplies.
Shipping and receiving procedures.
Proper loading of trucks.
Safe driving techniques.
Record-keeping techniques.
Location of District facilities.

ABILITY TO:

Perform a variety of warehousing duties in receiving, checking and storing supplies and equipment.
Operate a forklift and District vehicle.
Inspect deliveries for damage.
Work cooperatively and effectively with others.
Perform heavy physical labor.
Follow an assigned route.
Lift objects weighing up to 80 pounds using all safe and proper methods and/or equipment. Move objects weighing over 80 pounds using all safe and proper methods and/or equipment.
Meet schedules and time lines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above and two years experience as a warehouse worker.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Warehouse environment; work involves physical exertion in filling orders and unloading heavy supplies and equipment; travel from site-to-site to conduct work; subject to heavy lifting, climbing, extreme heat and cold and working with a forklift.