

**WAREHOUSE WORKER II****DEFINITION**

Under general supervision of the Stores Warehouse Supervisor or a Nutrition Services Warehouse Supervisor, serves as a senior and/or lead worker in the daily operation of the District stores or nutrition warehouse; personally performs more responsible duties involved in inventory control, receiving, and/or problem resolution; assists the supervisor in ensuring that work is performed in an accurate, timely and efficient manner; personally performs a variety of duties related to the receipt, storage, inventory control, distribution and delivery of mail, foodstuffs, instructional materials, and other supplies and equipment in a school district warehouse; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

- A. IN THE DISTRICT (STORES) WAREHOUSE** – Trains and provides work direction and assistance in a lead capacity to other warehouse workers as assigned; assists supervisor as assigned and assumes supervisor's duties during absence; pick up daily mail at Post Office and sort for distribution to schools and other District facilities; pick up mail at District Office for delivery to schools; ships and receives materials from commercial delivery carriers and vendors; restocks supplies in warehouse and reports low stock levels; processes large bulk and pre-sorted mail batches; coordinate receipt and delivery of textbooks with curriculum department; using a computerized inventory system, fills District Office and school orders and packages for next day delivery, and maintains inventory of supplies, textbooks, etc.; enters order information into computer; trains and schedules work day for substitute workers; loads, delivers, and unloads supplies, equipment, books, and other materials from the district warehouse to all schools and district facilities; transfers materials between schools, the warehouse, and other district facilities; delivers district and U.S. mail; sorts mail; assists in the loading and unloading of vendor's trucks; assists in the receiving and disbursing of supplies; assists in inventory control and annual inventory of warehouse stock, and in keeping the warehouse clean; and performs other related duties as assigned.
- B. IN NUTRITION SERVICES** – Trains and provides work direction and assistance in a lead capacity to other warehouse workers as assigned; assists supervisor as assigned and assumes supervisor's duties during absence; restocks and organizes frozen foods in assigned freezers and non-freezer goods and supplies in Nutrition warehouse; reports low stock levels in freezers and Nutrition warehouse; receives and stores foodstuffs, using appropriate health and safety procedures; if wrong or spoiled items are delivered, makes calls to resolve problems; transfers food for deliveries, picks up food carts and, as necessary, loads and delivers supplies; assists in the loading and unloading of vendor's trucks; trains and schedules work day for substitute workers; using a computerized inventory system, fills school site food and related supply orders and maintains inventory of foodstuff and supplies; enters order information into computer; using a forklift loads freezer foods onto delivery trucks; assists Warehouse Worker I personnel load non-freezer food items and supplies onto delivery trucks, as needed; assists in monthly inventory of foodstuff and related supplies; assists in keeping the warehouse clean; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

**Warehouse Worker II** is the senior-level classification. Incumbents are floor lead workers of the stores or food services warehouse operation assigned to assist the supervisor in ensuring the material or products are received, stored, and distributed in an efficient and timely manner. **Warehouse Worker I** is the entry-level classification in the series. Incumbents work in either the District stores or Nutrition warehouse operation and receive, store, load, and deliver goods as assigned by either a Warehouse Worker II, the Stores Warehouse

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Supervisor, or Nutrition Services Warehouse Supervisor.

### **EMPLOYMENT STANDARDS**

**Knowledge of:** Methods, procedures and terminology of warehousing, including receipt, storage, automated inventory and records control, distribution, and delivery; health and safety regulations; safe driving and vehicle maintenance principles; proper method of loading and unloading delivery vehicles.

**Ability to:** Train and provide work direction to others; receive, process and deliver mail and other goods; operate a vehicle safely; operate a computer terminal accurately and effectively; read and compare names and numbers quickly and accurately; work cooperatively and effectively with supervisors, administrators, co-workers, students, and the general public; maintain accurate records; perform basic arithmetical calculations; organize tasks, schedules, and delivery routes; maintain a reliable attendance record; operate equipment such a step van, forklift, pallet jack, dollies, postage meter, scales, calculator and other related equipment.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of warehouse functions on a daily basis; Needs sufficient physical ability to lift, carry, push, or pull moderately heavy objects up to 50 lbs. without assistance and up to 100 lbs. with assistance; mobility to climb and descend ladders; sufficient finger dexterity to grasp, push, and pull objects (e.g. boxes, hand carts, pallets, ladders, textbooks, mailbags, bags of food items, steering wheel); sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas, operate a vehicle, and read fine print; mobility sufficient to drive a vehicle to various District locations. Work is usually performed in the District Warehouse or driving to other District locations. Work includes exposure to potential hazards related to traffic, fumes and inclement weather.

In the Stores Warehouse the job generally requires 35% sitting, 40% walking, and 25% standing.

In the Nutrition Warehouse the job generally requires 30% sitting, 40% walking, and 30% standing.

**Typical Background:** Any combination of training that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be at least two years of increasingly responsible warehouse and delivery experience. A good driving record is required.

**Licenses and/or Certificates:** Possession of a valid Class C California driver's license. Must meet District vehicle and liability insurance requirements, as appropriate. May be required to obtain job-related certificates after appointment. For positions assigned to the Nutrition Services department, a valid ServSafe certificate must be obtained by the completion of the probationary period or the first six months of employment if new to the department.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Approved by Personnel Commission on 1-16-92

Revised July 2003 – JW/SW. Approved by the Personnel Commission on 9/2/03

Approved 07/24/2009-AT

Revised August, 2010-AS Approved by the Personnel Commission on August 4, 2010

Draft January 28, 2014-AS Approved by the Personnel Commission on January 28, 2014