



Job Title: **Central Order Clerk/Forklift Trainer-Safety Coordinator**

Department: **Purchasing/Warehouse**

Supervisor: **Warehouse Manager**

Lane Placement: **8**

Schedule: **8 hr. / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Responsible for the safety training and certification of employees who operate a fork lift, narrow isle reach lift, electric pallet jack. This position will also receive and stock items carried in the districts central warehouse as well as be available to perform assigned tasks necessary for the daily operation of the distribution service network. The Order Clerk / Fork Lift Trainer will be cross trained in all tasks that include but are not limited to, inventory control, central receiving, order preparation / completion, preventive maintenance of equipment, computer / data entry, handling of freight claims, and be familiar with Warehouse operation and procedure.

ESSENTIAL FUNCTIONS

- Must receive OSHA certified trainer certificate for sit down fork lift, narrow isle reach lift, and electric pallet jack operation.
- Create and implement a district training class for the purpose of properly licensing district personnel on forklift safety and operation.
- Conduct operator tests for fork lift, narrow isle reach lift, and electric pallet jack.
- Maintain all records associated with operators and machines.
- Oversees preventive maintenance program on warehouse equipment (e.g., chargers, forklifts, hydraulic lines, tires, oil, and other misc. parts).
- Receives shipments delivered to the warehouse by following warehouse receiving procedures, clearing errors made by either buyer or vendor, and routing non-warehouse material to the correct destination.
- Must maintain USDA standards when receiving perishable goods (e.g. frozen good, canned goods, fresh produce, dairy products, etc.).
- Provides inventory control by maintaining master and overstock location for warehouse stock. Keeps warehouse stock well marked, clean, and master locations are stocked. Maintains overstock location log. Conducts spot counts and researches discrepancies in inventory counts. Check counts when items are received and placed in warehouse locations.
- Provides clerical and data entry services including data entry on all incoming warehouse stock, verification of all receiving documents, preparation of computer receiving reports for accounting department and buyers, control and documentation of all materials returned to vendors for credit, and preparation and follow up of freight damage and shortage claims.
- Conducts biannual audits of warehouse inventory.
- Oversee the will call counter and assist with locating surplus items when being picked up after purchase.
- Performs other warehouse tasks including but limited to order preparation, accurate order fulfillment, and product organization for best time management practices.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High School diploma, GED, or equivalent.
- Must be able to pass forklift trainer certification as required by OSHA.
- Customer Services skills.
- Must have good reading and math skills. Handwriting needs to be legible.
- Good interpersonal skills. Must be able to interact with principals, District Office personnel, teachers, custodians, school lunch managers, commercial truck operators, and some outside vendors.

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

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job requires much physical labor (loading and unloading heavy items).
- Must be able to lift 75 lbs.
- Must be able to work at extended heights occasionally.
- On feet for extended periods.
- May be required to work in freezer.
- Make deliveries in all kinds of weather

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020