



Job Title: **Warehouseman / Distribution Services**

Department: **Purchasing / Warehouse**

Supervisor: **Warehouse Manager**

Lane Placement: **ESP Lane 3**

Schedule: **Hrs Vary / 242 days** Evaluation Group: **JCES 13**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

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.

Individuals with current class B or higher Commercial Drivers License (CDL) will be considered for the Driver I position first.

ESSENTIAL FUNCTIONS

- Picks orders using both computer generated pick list and emergency requisitions.
- Performs daily pre-trip inspection and monitors periodic preventive maintenance on equipment and facilities.
- Ability to operate narrow aisle upright forklifts, hand pallet or electric jacks. Loads trucks for delivery of commodity supplies, surplus material, and furniture to and from schools and other district buildings.
- Participates in the annual warehouse inventory. Performs other warehouse tasks not related to receiving as assigned. Assists other departments as needed.
- Checks for damaged products and rodent control per inspection requirements of Agriculture Department.
- Pulls commodities and stages orders for the next day delivery.
- 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

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Within 6 months incumbent must acquire a class B Commercial Drivers License (CDL), with Air Break endorsement, and maintain an up to date DOT medical card.
- Must possess communication and social skills needed to be a team member and deal effectively with other departments, school personnel, delivery drivers and vendors.
- 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 various district information and inventory control forms.

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:

- Requires ability to lift a minimum of Seventy-Five (75) pounds.

- 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