

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Warehouse Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)	
SERIES:	None	FLSA:	Non-Exempt	
JOB CLASS CODE:	0998	WORK YEAR:	10 or 12 Months	
DEPARTMENT:	Assigned Department	SALARY:	Range 48 Salary Schedule C	
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58	04-87
		BOARD REVISION:	10-29-73	01-11-88
		BOARD REVISION:	<u>05-82</u>	<u>03-01-94</u>
		HR REVISION:	05-07-12	
		CABINET APPROVAL:	11-21-13	
		CABINET REVISION:	01-21-14	

BASIC FUNCTION:

Perform routine general warehouse/central receiving duties, and receive, process, store, disburse, load, and deliver all types of food and nutrition supplies, perishables, books, mail, supplies, materials, equipment, furniture, and other items; shelve, arrange and label stock; operate a forklift and other warehouse machines and equipment; drive a truck to deliver and pick up materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Maintain inventory control and rotation of stock; process incoming and outgoing paperwork pertaining to deliveries; work with computer schedules to verify remaining supply and textbook inventory during scheduled periods; maintain perpetual inventories. **E**

Maintain the warehouse in a clean, safe, and orderly condition; clean by sweeping, dusting, and re-packing of stock to meet required health and safety regulations. **E**

Maintain appropriate food temperatures following the Food Safety and Hazard Analysis Critical Control Points (HACCP) process and guidelines.

Unload tractor-trailers and local delivery vans; pick up stock from other facilities for delivery back to the warehouse; tag all incoming supplies with catalog number, and move stock to proper location in warehouse; pick up discarded textbooks from school sites. **E**

Use site delivery reports to assemble orders for individual schools and offices; load onto truck for delivery to schools and offices according to regular delivery schedule. **E**

Verify supply, equipment, and textbook information on bill of lading to purchase order and packing list; sign off each order when completed; lift heavy objects. **E**

Maintain effective relationships with those contacted in the course of work.
Observe legal and defensive driving practices.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Warehouse work and school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Lift heavy objects; lift warehouse stock; work with heavy lifting machinery; reach overhead, above the shoulders and horizontally; stand for extended periods of time; bend at the waist; dexterity of hands and fingers to operate warehouse equipment.

SAMPLE HAZARDS:

Drive a vehicle during adverse weather conditions; work with heavy lifting machinery.