

## **LEAD WAREHOUSE WORKER STANDARD POSITION DESCRIPTION**

Classification: Warehouse Delivery

Location: Warehouse

Reports to: Director of Food and Nutrition

FLSA Status: Non-Exempt

Bargaining Unit: PSE

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

This position serves as the primary point of contact for the Warehouse. Responsible for planning, overseeing, and participating in the central warehouse operations and activities, which include, receiving, processing and issuing warehouse stock. Assignment may include operation of district transport equipment for delivery of supplies and materials.

The District represents a diverse community with a population of approximately 40% students with diverse backgrounds. We seek an individual who has successful experience in working with culturally diverse families and communities. The selected candidate must demonstrate a commitment to strengthening community engagement and communication with the District's diverse populations.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the direction of the warehouse supervisor who schedules and assigns work and sets operating priorities and provides direction in difficult or unusual situations. Once assignment and direction is received, employee performs the tasks with relative independence.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

Duties include, but are not limited to the following:

Warehouse Responsibilities:

1. Communicates with various District personnel, departments, vendors and others to provide and receive information, resolve questions and issues, and coordinate activities.

2. Assures stock and warehouse facility and equipment is maintained in a safe, clean and orderly condition.
3. Oversees and records deliveries and pickups to insure quality and quantity of products.
4. Checks standing inventory regularly and initiates or recommends initiation of reorder.
5. Loads, unloads, and moves materials and supplies using safety equipment, hand trucks, and front-end loaders/forklifts.
6. Maintains inventory records and tracking system.
7. Documents inventory losses through demurrage, damage, etc.
8. Determines appropriate places for storage assuring that stocking and stacking conforms to safety procedures and product protection requirements.
9. Rotates stock as needed.
10. May direct helpers and other staff in performing the above work.
11. Perform other duties as assigned.
12. Required to follow Board policies and stay abreast of updates and changes.

#### Delivery Responsibilities:

1. Operates district delivery vehicles including trucks and vans.
2. Supervises or personally accomplishing loading of materials to assure efficiency of delivery schedule, provide for safe operations, and avoid damage to materials being transported.
3. Provides routine pre-trip inspection and servicing of district equipment and required by policy and/or supervisory direction.
4. Completes trip report documents.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Graduation from high school or equivalent.
3. Must be trained in First Aid.
4. Ability to establish and maintain effective working relations with department personnel, staff, customers, and vendor representatives; works effectively as a member of a team.
5. Ability to work independently with minimal supervision; Plan, organize and prioritize work tasks; attend to detail and follow tasks through to completion.
6. Ability to recognize and take measures to eliminate safety risk in equipment usage.

7. Ability to follow directions, exercise sound judgment, decision making and remain calm in stressful situations.
8. Must possess a valid Washington State driver's license and a safe driving record and be able and willing to operate district owned vehicles.
9. Ability to operate computer equipment and maintain accurate and timely records and reports.
10. Ability to monitor and make accurate calculations on inventory.
11. This position may be subject to random drug testing.

**Part V: Desired Qualifications:**

1. Two years of warehouse worker experience and experience operating warehouse equipment.
2. Knowledge of inventory control procedures.
3. Must possess a valid Commercial Driver's License.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions when transporting materials.

The employee must occasionally lift and/or move up to 60 pounds, and be able to use appropriate support equipment to lift and move greater amounts.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.