

## **Goleta Union School District**

### **Warehouse Operator**

#### ***Basic Function***

Under the direction of the Assistant Superintendent, Fiscal Services, plan, organize and coordinate various District warehouse operations; receive, store and distribute a variety of warehouse supplies, materials and equipment; perform various record and inventory control functions related to the warehousing and distribution operation; train and provide work direction to assigned personnel.

#### ***Representative Duties***

Plan, organize and coordinate various District warehouse operations including processing, storage, preservation, inventory, distribution and circulation functions; assist in developing procedures, schedules, forms and records; prioritize and schedule work. E

Receive warehouse goods, materials and supplies; check materials against purchase orders and delivery documentation to assure conformity to specifications; assure proper condition of materials received; record shortages, damages or other discrepancies and resolve related issues with vendors. E

Coordinate and maintain inventory control; evaluate shelf life items to assure a reliable inventory; recommend appropriate stock reorder levels and notify appropriate personnel of reorder levels as needed. E

Post, price and fill various warehouse requisitions. E

Prepare and maintain records, forms and reports related to assigned activities. E

Label and mark warehouse items utilizing a predetermined classification and identification system. E

Package items and prepare for delivery. E

Train and provide work direction to assigned staff. E

Operate a delivery vehicle and various warehouse equipment including a forklift, pallet jack and hand truck; operate a computer and assigned software. E

Maintain the warehouse in a clean, orderly and secure condition. E

Plan and schedule delivery routes. E

Assist in the property control function; maintain records for new and used furniture and equipment arriving at and leaving the District.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Modern warehousing terminology, procedures and practices related to receipt, storage, inventory and issuance of goods.

Billing and shipping techniques.

Equipment and supplies used in a school system.

Material handling safety standards.

U.S. Postal Service regulations and procedures.

Proper methods of storing equipment, materials and supplies.

Principles and practices of providing work direction.

Operation of warehouse equipment and vehicles.

Operation of a computer and assigned software.

Inventory methods and techniques.

Record-keeping techniques.

## **Warehouse Operator**

### *Ability to:*

Receive, account for, store, issue and deliver supplies and equipment used in the school District.

Understand and follow oral and written directions.

Coordinate and prioritize schedules.

Operate a variety of warehouse machines and equipment.

Assist in establishing and maintaining effective warehouse procedures.

Perform clerical duties related to warehouse operations.

Prepare and maintain records, forms and reports related to assigned activities.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and three years experience in a warehouse distribution operation or performing storekeeping/warehouse work.

### ***Licenses and Other Requirements***

Valid California Driver License.

Valid Forklift Operator Certificate.

### ***Working Conditions***

#### *Environment*

Warehouse environment.

Driving a vehicle to conduct work.

Exposure to noise from equipment operation, fumes and dust.

#### *Physical Demands*

Lifting, moving, pushing, pulling and carrying heavy objects.

Heavy physical labor.

Climbing ladders to reach shelves.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Standing for extended periods of time.

#### *Hazards*

None