

## RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

### TITLE

Warehouse Operations/Purchasing

### CLASS DEFINITION

Under general supervision of Purchasing/Warehouse Manager; receive, stock and distribute district and school site supplies and equipment; maintain and update stores perpetual inventory; responsible for replenishment of warehouse items; oversee pick-up and delivery of mail; performs other related work as required.

### QUALIFICATIONS

Experience:

- Three years experience in receipt, storage and issuance of supplies and equipment;
- Five years experience preferred in the operation of a motor vehicle;
- Knowledge and ability to operate a computer ~~desirable~~ required.

Education:

- Graduation from high school, or equivalent;
- Courses in purchasing or procurement, preferred.

Knowledge and Abilities:

- Methods, techniques, procedures, pertaining to receiving, processing, storing and distribution operation;
- Routine record management processes;
- Inventory control methods and procedures;
- Safe working and vehicle operation practices;
- Effectively and efficiently maintain the operation of a receiving, storage and distribution system;
- Perform routine clerical tasks;
- Understand and carry out oral and written instructions;
- Work effectively without close supervision;
- Computers and basic spreadsheet applications;
- Perform mathematical calculations quickly and accurately;
- Establish and maintain an effective working relationship with those contacted in the course of work.

Required License and/or Certificates:

- A valid California Driver's License
- Insurability by the District's liability insurance carrier
- DMV Driving Record Print-out
- Fork Lift Operator Certification

WarehouseOper/Purchasing

SUPERVISION FROM

Purchasing/Warehouse Manager

SUPERVISION OVER

None

TERMS OF EMPLOYMENT

Work Year: 12 months

Length of Work Day: Eight hours exclusive of a lunch period, as assigned by supervisor.

Salary: Per Job Title on Classified Salary Schedule

JOB DUTIES MAY INCLUDE, BUT NOT LIMITED TO:

1. Receive supplies and equipment and check shipment against purchase order as it relates to items, quantity and condition of merchandise.
2. Return defective materials.
3. Stock supplies, including food services, in proper location.
4. Fill and oversee delivery of warehouse orders utilizing a requisition/budget check process.
5. Initiate necessary correspondence to vendors.
6. Pick-up, sort and oversee delivery of intra-district mail, U.S. mail, and courier mail and bank deposits.
7. Properly use and process requisitions, purchase orders, invoices and packing slips.
8. Maintain perpetual manual and/or computerized stores inventory.
9. Responsible for purchasing warehouse supplies for schools and administration.
10. Oversee and maintain storage facilities for both files and surplus equipment.
11. Operate a variety of warehouse equipment; including a forklift, electric pallet jack and hand truck with care and safety.
12. Responsible for research on products and prices for warehouse.
13. Responsible for MSDS documentation file.
14. Responsible for ordering and coordinating employee uniform program.
15. Installation of and removal of tire chains.
16. Perform other duties as required.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work requires considerable and strenuous physical exertion such as climbing and lifting heavy objects over 50 pounds; physical dexterity in limbs and digits necessary to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp and reach.

Warehouse Oper/Purchasing

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Some extreme road and traffic conditions occur during inclement weather.

Board Approved: 1/13/98  
Revised: 8/9/00