

Warehouse Worker

Purpose Statement

The job of Warehouse Worker is done for the purpose/s of maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organizing warehouse lay out; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

Essential Functions

- Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains various files and records (e.g. inventory, purchase orders, schedules, requisitions, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests, documents, mail, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Stocks equipment and supplies for the purpose of maintaining required inventory levels.
- Transports a variety of items (e.g. records/files, supplies, equipment, materials, etc.) for the purpose of receiving and/or delivering materials as required.
- Unloads stock and non-stock items for the purpose of distributing shipments to assigned site locations and/or individuals.
- Processes and transports incoming and outgoing District mail and maintains mailroom equipment.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.

Minimum Qualifications

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of workflow, and irregularities in work schedules are infrequent.

Physical Working Conditions - Level 4 Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. highly undesirable assignments.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 2 Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

Experience, Education, and Certifications

Experience: Job related experience is required

Education: High school diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Valid Driver's License & Evidence of Insurability. Commercial Driver's License Class B (optional) Fort Lift Certificate (optional)

Required Testing: Alcohol and Drug Testing

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 108

Work Calendar: Support 10 Month/ 12 Months Long