

## **WAREHOUSE WORKER**

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- A. Receives and distributes goods in support of the purchasing process and provides assistance to the Warehouse Coordinator by:
  - Unloading freight from delivery services
  - Inspecting freight for damage and processing damaged shipment claims
  - Contacting vendors regarding shipment issues
  - Preparing and shipping items to be returned to vendors
  - Identifying items received for proper distribution using a computer
  - Processing selected items for inventory control
  - Tagging items to support the fixed asset program
  - Ordering and stocking shelves for items to be requisitioned from the warehouse
  - Fulfilling requisitions
  - Coordinating distribution of supplies
  - Notifying purchasing office of materials to be reordered
  - Completing and filing necessary paperwork as required
  - Operating a forklift and hand truck
  - Positively interacting with customers and shipping companies
  - Securing inventory from theft
  - Providing supplemental support for the dray as needed, including delivering warehouse goods to district buildings
  - Completing dray work orders as requested
  - Providing substitute support for the Dray Driver and Warehouse Coordinator as required
- B. Maintains a cooperative and professional relationship with staff and supervisors by:
  - Establishing and maintaining effective and cooperative relationships with those contacted during the workday
  - Effectively communicating with those contacted during the workday
  - Contributing to an effective, customer service oriented, positive and cooperative working environment
- C. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff, and all job-related matters.
- D. Team Responsibilities:
  - Works independently with infrequent supervisory instruction and as a member of a team
- E. Other job-related duties as required by the Transportation & Operations Supervisor

### **MINIMUM QUALIFICATIONS:**

- Education, Licensure
  - High school diploma or equivalent
  - Valid Montana driver's license
  - Acceptable driving record verified through and MVR check
- Experience
  - Two (2) years of experience in a warehouse or similar type experience *preferred*
  - Customer service experience *preferred*
- Knowledge, Skills and Abilities
  - Ability to provide excellent customer service
  - Knowledge of and/or ability to learn basic computer skills including, but not limited to, keyboarding, electronic communication and printer operation

- Ability to operate a forklift and hand truck
- Ability to prioritize, logically reason, and perform detailed work with accuracy
- Ability to perform effective recordkeeping and filing
- Ability to understand and carry out written and oral instructions, to include effectively providing information and responding to questions from staff and/or vendors
- Ability to handle stressful situations
- Ability to work effectively without close supervision
- Ability to effectively manage time and responsibilities
- Ability to understand and implement district safety rules and procedures
- Ability to load, secure cargo and unload from the back of a transport vehicle
- Ability to establish and maintain effective working relationships with staff members and others contacted during the workday
- Ability to effectively communicate with students, staff and the public
- Demonstrated ability to lift loads up to 75 pounds. Certification of good health, including a back evaluation and physical examination upon request

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. Exposure to hot, cold, wet, humid and windy conditions may be experienced while performing the essential functions of the job. The noise level in the work environment is usually quiet to moderate but can be noisy depending on the task at hand.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend and kneel. The employee will exert up to 75 lbs frequently to lift, carry, push and pull or otherwise move objects. In performing the essential functions of the position, the employee will regularly extend arms overhead and twist at the neck & waist. Must have an adequate range of motion in upper extremities and manual dexterity to operate a computer, equipment and hand tools. This job may involve using ladders, stairs, scaffolding and ramps. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints, must maintain attentiveness intensity and be vigilant to avoid injury. The employee is frequently involved in interactions which require oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description 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.

**IMMEDIATE SUPERVISOR:** TRANSPORTATION & OPERATIONS SUPERVISOR

**EVALUATION:** Performance of this job will be evaluated in accordance with established provisions.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

**EQUAL OPPORTUNITY EMPLOYER**

*Updated: August 2025*