



<b>TITLE:</b>	<b>Warehouse Worker</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Director of Support Services</b>	<b>TERMS:</b>	<b>238 Days</b>
<b>DEPARTMENT:</b>	<b>Support Services</b>	<b>PAY GRADE:</b>	<b>AX3</b>

**PRIMARY PURPOSE:**

To keep district inventory properly stored and delivered in a manner that presents no problems or interruptions to the educational program.

**QUALIFICATIONS:**

**Education/Certification:**

GED or High School Diploma  
Valid Texas Driver's License (Class C)

**Special Knowledge/Skills:**

Computer skills and knowledge  
Effective organization and communication skills  
Ability to read and understand basic operating instructions  
Ability to lift and carry 70 pounds over a distance of 10 feet

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Continual walking, standing, climbing, stooping, bending, kneeling and reaching; light lifting and carrying; driving; work inside and outside; work around machinery with moving parts; work on ladders; exposure to humidity and slippery or uneven walking surfaces.

**Essential Functions:**

1. Assist with the storage and timely delivery of district inventory.
2. Assist in periodic inventories and stocking duties
3. Assist with the management of inventory documentation
4. Keep routine records, prepare simple reports, and perform routine clerical duties, as required.
5. Assist Head Custodians with monthly supply orders
6. Perform basic maintenance and repairs of equipment
7. Operate machinery properly and safely (i.e., forklift, pallet jack, hand cart, dolly)
8. Drive a light truck with a trailer or a box truck and follow safe operating practices.
9. Comply with all state and district regulations and policies concerning property management and disposal
10. Use technology devices and district software programs.
11. Maintain confidentiality.
12. Meet regular and predictable attendance requirements
13. Observe all safety rules and keep work area clean and orderly at all times.
14. Perform other duties, as assigned.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.



*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date