



Tolleson Union High School District #214
Warehouse Clerk

Purpose

The job of the Warehouse Clerk is for the providing efficient receiving and delivery of equipment and materials for all district sites; to maintain accurate listing of District stewardship and general fixed assets.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. 3-5 years of job-related experience within the specialized field.
3. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Strong oral and written communication skills.
5. Ability to work cooperatively with faculty and staff.
6. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment.
7. Must possess computer skills including Word, Excel, and Power Point.
8. Ability to maintain confidential materials and information.
9. Knowledge of and adheres to all policies, regulations, and rules.
10. Ability to understand multi-step written and oral instructions.
11. Ability to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans.

Preferred:

1. Bilingual in English and Spanish, preferred.

Essential Functions

1. Using excellent customer service skills, establishes and maintains effective working relationships with school and district office staff, and delivery personnel.
2. Perform general office and administrative responsibilities as it relates to warehouse operations.
3. Uses computer software to input data, track deliveries, and prepare summary reports on warehouse operations.
4. Maintains a file of all purchase orders and directs orders along with their delivery dates.
5. Unloads trucks by hand or by using material handling equipment (i.e. forklift, pallet jack).
6. Examines and inspects deliveries for wear or defects. Counts, sorts, or weighs incoming goods to verify receipt of items against packing slip.

7. Records and checks quantity and quality of goods received for conformity to purchase order and specifications.
8. Resolves discrepancies by contacting vendors, stakeholder and/or shippers.
9. Barcode furniture and equipment identified for tracking and records identifiers.
10. Uses material handling equipment as required, loads materials onto trucks in accordance with weight distribution guidelines and limitations.
11. Deliver materials to school sites using box truck with lift gate or pick-up truck.
12. Perform interoffice mail activities and special courier requests.
13. Perform mail and parcel shipping activities, including the operation of postage meter, coordination of bulk mailings, and delivery of mail to the post office.
14. Assists the Assistant Director of Business Services in maintaining stewardship and general fixed asset listings.
15. Coordinates the physical movement of excess, surplus and expendable property throughout the District including the pick-up and final disposition of furniture and equipment.
16. Assist schools with health and safety concerns by removing unused or unwanted materials from school storage areas and classrooms.
17. Maintain and update asset records to provide accurate reporting to all stakeholders and to ensure compliance of Federal, State, and District requirements.
18. Performs annual physical inventory.
19. Manage archival records to comply with Arizona Schedule of Retention.
20. Maintains warehouse in clean and orderly fashion including sweeping floors and dusting shelves.
21. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: read a variety of manuals, write documents following prescribed formats; present information to others; ability to maintain confidential materials and information; understand complex, multi-step written and oral instructions; knowledge of Federal, State, City, and Local laws/codes as it relates to building and construction; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to direct others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment

using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to severe. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working as a specialist using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Ability to frequently lift 25 pounds, and occasionally lift and/or move up to 50 pounds. Physical ability to stand, stoop, crouch, crawl, pull, and climb ladders and scaffolds. Generally, the job requires 30% sitting, 20% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Reports to:	Assistant Director of Business Services
Term of Employment:	Twelve months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy Manual.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff, Initial Placement Salary Schedule, Grade 14
Board Approved:	April 23, 1996 June 6, 2011 (Revised) May 28, 2024 (Revised)