

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Warehouse Worker/Driver I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Purchasing/IMC	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	261 Days
<b>BOARD APPROVAL:</b>	July 29, 2009	<b>SALARY:</b>	N-32/Operations Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform general warehouse duties such as process, receive stock, pull orders, load and unload trucks; drive a District vehicle to deliver materials in a reasonable, timely manner as assigned to meet the needs of students, staff, sites and departments.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Pack, unpack, load, receive and store books, supplies, materials, furniture, instructional materials, equipment and other items in a reasonable, timely manner to meet the needs of the sites and departments; shelve, arrange and label stock. *E*

Operate forklifts, pallet jacks and dollies. *E*

Load and unload vehicles; move materials and store items as required; receive and inspect shipments for damages, shortages, wrong items, and other concerns; verify deliveries against purchase orders/textbook warehouse stock requisitions to ensure accuracy of supplies ordered and notify supervisor of discrepancies and damages; check in and out instructional materials in the warehouse management system.. *E*

Participate in warehouse operations, including maintaining an accurate inventory of warehouse stock to ensure the financial viability of the District. *E*

Perform custodial duties to maintain the warehouse in a clean, safe and orderly condition. *E*

Operate a variety of warehouse vehicles and equipment; inspect vehicle as needed to perform pre-trip inspection and minor services such as: adding appropriate fluid and water level. *E*

Drive a vehicle to District sites to deliver and pick up materials, supplies, mail, food, textbooks, furniture, and equipment as assigned to meet the needs of students and staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in warehousing, storekeeping or related work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license or obtained within 6 months of hire; valid medical card.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic methods, practices and terminology used in warehouse operations.
- Basic math skills.
- Proper methods of lifting.
- Methods and practices used in receiving, storing, disbursing and delivering supplies and equipment.
- Basic inventory methods and practices.
- Health and safety regulations.
- Interpersonal skills using tact patience and courtesy.
- Basic computer skills.
- District goals.

**ABILITY TO:**

- Operate a computer terminal
- Perform physical duties involved in packing, storing and shipping supplies.
- Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.
- Assist in maintaining inventory.
- Operate a forklift and other warehouse machines and equipment in a safe and responsible manner.
- Observe legal and defensive driving practices.
- Learn District geography.
- Learn warehouse management system and other related software programs pertaining to current position.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy
- Meet schedules and time lines
- Apply integrity and trustworthiness in all situations.
- Actively participate in meeting District goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse work environment; driving a vehicle to conduct work; driving a vehicle during adverse weather conditions; exposure to chemicals and fumes from vehicle and equipment operation; working at heights.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, lifting heavy objects; lifting warehouse stock; reaching overhead, above the shoulders and horizontally; standing or walking for extended periods of time; bending at the waist; dexterity to operate warehouse equipment; climbing ladders and working from heights.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*

**APPROVALS:**

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 Kim Mecum, Associate Superintendent  
 Division of Human Resources

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Date

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 Michael E. Hanson  
 Superintendent

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Date

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