

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

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<b>TITLE:</b>	Warehouse Worker/Driver II	<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-35/Operations Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, receive and inspect shipments and verify accurate deliveries against purchase orders in a reasonable, timely manner to meet the needs of sites and departments; inspect for damages, shortages, wrong items and other concerns; provide work direction to assigned staff.

**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.)**

Receive, log-in and inspect shipments and verify accurate deliveries against purchase orders; prepare and maintain paperwork regarding purchase orders, stock requisitions and delivery order and transfer authorization forms; inspect for damages, shortages, wrong items and other concerns; fill out discrepancies form and provide to supervisor to ensure accuracy of supplies and materials received; verify shipments against packing slips. *E*

Maintain accurate inventory and District records to ensure the financial viability of the District; assess department or warehouse needs and order supplies as appropriate; maintain stock records. *E*

Conduct inventory activities including the actual total count of stock items and spot check as needed. *E*

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries and payments. *E*

Pull, stamp, pack and prepare items in a reasonable, timely manner for shipment to sites to provide staff and students access to high quality educational materials. *E*

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

Assist in loading and unloading shipments; assist with loading dock duties as assigned.

Operate a variety of warehouse vehicles and equipment including but not limited to forklifts, pallet jacks, and dollies; perform basic services on warehouse vehicles as needed such as: pre-trip inspection and refuel vehicle including adding fluids as needed. *E*

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

Instruct and provide clear work direction to assigned staff.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience in warehousing, storekeeping, courier or related work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license; valid medical card.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies and objectives of assigned program and activities.  
Record-keeping techniques.  
Health and safety regulations.  
Basic methods, practices and terminology used in warehouse operations.  
Basic math skills.  
Proper methods of lifting.  
Methods and procedures of storing and loading supplies and equipment.  
Basic inventory methods.  
Basic computer skills.  
District goals.

**ABILITY TO:**

Operate a computer terminal.  
Instruct and direct assigned staff.  
Receive and inspect shipments and verify accurate deliveries against purchase orders.  
Inspect for damages, shortages, wrong items and other concerns.  
Load and unload shipments.  
Perform physical duties involved in packing, storing and shipping supplies, equipment and other items.  
Drive a District truck and operate a forklift as required in a safe and responsible manner.  
Lift and move heavy objects.  
Maintain basic routine records.  
Learn District geography.  
Observe legal and defensive driving practices.  
Plan, organize, and meet schedules and timelines  
Learn 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.  
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; fumes from vehicle and equipment operation; exposure to diesel fumes.; working at heights.

**PHYSICAL ABILITIES:**

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

**HAZARDS:**

~~Driving a vehicle during adverse weather conditions; working at 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

\_\_\_\_\_  
Date

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