

**INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA**

JOB DESCRIPTION

JOB TITLE: Warehouse Person CLASSIFICATION: Custodian

REPORTS TO: Manager of Purchasing DATE REVISED: September 2004

PURPOSE: The Warehouse Person shall receive and stock all merchandise received through the School District warehouse and ~~prepare this merchandise for delivery~~ plan, direct, and assist with the delivery of this merchandise to appropriate buildings and departments in the School District in a safe, efficient, and timely manner. The incumbent will supervises and assigns work direction to regular, part-time, temporary, seasonal, or student employees as assigned to them.

DUTIES AND RESPONSIBILITIES:

1. Performs the function of receiving merchandise by comparing the items received against the purchase order and packing slip to ensure that the School District is receiving the quantity and quality as specified. Any visible damage must be noted on the Bill of Lading and signed by the ~~delivering~~ delivery driver. Concealed damage shall be reported to the respective department manager immediately upon its discovery. In conjunction with this duty, the appropriate department manager shall be informed if there is any discrepancy in any of the merchandise received (i.e., quantity, quality, brand, etc.). In addition, computer data entry shall be performed as assigned.
2. Assist with the loading and unloading of School District vehicles and commercial delivery agents, both manually and with forklift as necessary.
3. Identify incoming merchandise with appropriate School District stock number and place in an appropriate location, keeping safety and efficiency uppermost in mind.
4. Fill orders submitted by departments and/or buildings from stock areas for delivery within the School District.
5. Position to plan, direct, and assist, ~~as needed~~, with delivery of merchandise between School District locations. When/where students are present in the delivery area, special care must be taken for their safety.
6. ~~See that~~ Monitor the School District warehouse delivery vehicles and warehouse fixtures and equipment to ensure they are maintained in good repair at all times and inform the Manager of Facilities when service from an outside vendor is required.
7. Maintain clean and neat stock areas throughout the warehouse.
8. Prepare inventory reports by physically counting stock and tallying.
9. Maintain a warehouse log of daily activities.
10. Rotate inventory by marking dates and repositioning supplies utilizing the first-in, first-out (FIFO) method of inventory rotation.

11. Coordinate food service orders must be to ensure they are picked up and ready for delivery in a timely manner.
12. Responsible for daily security of warehouse. Monitors security system to ensure security of all warehouse areas. Enforces security policies established for the warehouse.
13. Supervises and provides work direction for one (1) to six (6) regular, part-time, temporary, seasonal, or student employees so that work is completed in a timely manner.
14. Assist Manager of Purchasing and Inventory Control with interview process and selection of substitute delivery drivers. Coordinate training schedule of substitute drivers.
15. Other job related duties as assigned by appropriate managers.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. ~~Posses~~ Possess and maintain valid driver's license, with class stipulated by the School District.
3. Forklift operation certification.
4. Knowledge of warehouse shipping and receiving operations.
5. Ability to operate forklift, delivery truck, and delivery van.
6. Knowledge of proper handling of hazardous substances.
7. Capable of lifting heavy weights over prolonged periods of time. Employees are encouraged to get assistance when lifting any weights over sixty (60) pounds.
8. Able to organize materials and work/delivery schedules with minimum supervision.
9. Help, serve, take instruction, cooperate, and share workload.
10. General knowledge of computer operation.
11. Work experience in warehouse operation desirable.
12. Able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
13. Ability to work inside or outside in all weather conditions.
14. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends and holidays.
15. No allergies to chemicals.
16. Pass physical examination, if required.
17. Ability to supervise and give work direction to employees.

warehouse