



## Job Description

<b>Title: Warehouse/Delivery/Custodian</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director, Maintenance, Operations &amp; Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 19</b>
<b>Department: Maintenance, Operations &amp; Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of the Director, Maintenance, Operations & Transportation, participate in manual and general clerical warehousing duties as required for receiving, storing and issuing text and library books, instructional materials and supplies, District equipment, furniture and other merchandise and materials; lead and provide work guidance to other personnel as assigned by the position; assist with performing basic custodial and delivery duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, check and inspect all books, supplies and equipment; record items as required for inventory control and maintains appropriate logs and record data.
- Load and unload supplies, furniture and equipment and maintain stock room areas in a clean and orderly condition.
- Receive, inspect and reroute mail orders, freight and UPS deliveries.
- Add and rotate stock in Food Service Department.
- Sweep, mop, wax and seal floors, vacuum rugs and dust, wash and polish furniture and woodwork; polish metal work; fill and install paper and soap dispensers.
- Wash windows and walls, clean restrooms and locker/shower facilities, scrub toilets and other plumbing fixtures and clean drinking fountains.
- Replace light bulbs and replenish supplies as necessary.
- Sweep sidewalks, walkways, pick up papers and refuse; perform basic landscaping as assigned including pulling weeds, dead bushes, trimming and other related duties as assigned.
- Operate various equipment including ladders, floor scrubbers, buffers, a carpet machine and related tools including a variety of hand and power tools in the performance of assigned tasks; operate and maintain a hydraulic pallet lift; operate a computer and assigned software.
- Turn out lights and secure area by locking doors, windows and gates.
- Move, arrange and set up furniture and equipment for sporting or special events and meetings.
- Provide assistance by loading, unloading and operating a van or truck in the pickup and delivery of supplies and equipment to school sites or other locations as required for food service department.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.
- Lead and provide work guidance to other assigned department personnel as assigned by the position.

### OTHER DUTIES:

- Perform related duties as assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

**Knowledge of:**

- Basic methods, practices and terminology used in warehouse, delivery and custodial operations.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper loading and unloading of trucks.
- Shipping and receiving procedures.
- Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
- Proper methods of storing equipment, materials and supplies.
- Operation of a computer and assigned software.
- Basic record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic inventory techniques.
- Health and safety regulations.
- Traffic laws, defensive driving techniques and rules of the road.
- Basic math.

**Skills/Ability to:**

- Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
- Drive a vehicle to various locations along assigned routes to deliver goods.
- Operate assigned warehouse equipment.
- Utilize space efficiently and effectively.
- Meet schedules and timelines.
- Assist in maintaining inventory.
- Maintain and prepare routine records and reports.
- Operate a computer and assigned software.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Add, subtract, multiply and divide quickly and accurately.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of experience receiving, storing and delivering supplies in a warehouse environment.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.

**WORKING CONDITIONS:**

**Work Environment:**

- Warehouse environment.
- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

- Sitting or standing for extended periods of time.
- Walking.
- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

**Hazards:**

- Working around and with machinery having moving parts.
- Working at heights.
- Traffic hazards.
- Exposure to cleaning agents and chemicals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.