

Union Public Schools Job Description

Position Title: Senior Warehouse
Department: Purchasing & Supply Management
Reports To: Director of Purchasing & Supply Management

FLSA Designation: Non-exempt

SUMMARY: Responsible for receiving, stocking, pulling, and delivery of materials, equipment, supplies and surplus materials to and from the Union Distribution and Warehouse facilities, and the efficient processing and delivery of intra-district mail and money bags.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Receive, stock, maintain, pull, load, unload and deliver materials, equipment and supplies to and from the Union Distribution and Warehouse facilities.
- When assigned to the mail route, process, sort and deliver intra-district mail and money bags to and from all district facilities.
- Safely operate company vehicles, box trucks, vans, forklifts, hand trucks (dollies), palletjacks and the like on a daily basis.
- Receive, stock, maintain, sort, pull, catalog, and destroy (as directed) records in accordance with district retention policy and procedures and as directed by supervisor.
- Keep accurate records of postage usage/expenditures; prepare reports; communicate orally and in writing.
- Receive and process packages and materials delivered to the facility.
- Load and unload delivery vans and trucks.
- Use the computer daily to communicate, send, and transmit information to and from the Distribution Center and Warehouse to all departments and school sites.
- Process, sort, scan, prioritize, file, and transmit all receiving documents and related documents to purchasing, accounts payable, and departments and schools (daily task for employee assigned to the receiving office).
- Prepare warehouse supplies for delivery.
- Maintain inventory of all warehouse materials and supplies
- Manages the completion of work orders in a timely manner.
- Safety and properly maintains-all vehicles and equipment. Use and maintain inventory within the designated computer programs.
- Process and complete all work orders, furniture moves, and material deliveries.
- Successfully complete all required safety training by the deadlines provided.
- Provide excellent customer service to the clients and customers served.
- Maintain a legal and proper driver's license.
- Obtain and maintain forklift certification as required.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs all other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), warehouse, shipping or receiving experience and/or training; or equivalent combination of education or experience. In addition to the above, the Sr. Warehouse Receiving position must have a minimum of one-year of receiving, shipping, accounts payable or related experience and must be knowledgeable on shipping terms and documents.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with good driving record. Required state and local license.

LANGUAGE SKILLS: Ability to read and write in English, interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

COMPUTER SKILLS: Ability to use computer programs including, but not limited to, Microsoft Outlook (open, read, compose, and send messages, and understand and use the calendar), Microsoft Excel (basic spreadsheet knowledge and ability), Microsoft Word, and use enterprise-wide programs such as financial and operational systems.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk

more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 75 pounds. Occasionally the employee will lift and/or move up to 100 pounds. The employee will sometimes push/ pull items such as, but not limited to, table, scaffolds, furniture, bleachers, scrubbing machines, buffers and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK 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.*

While performing the duties of this job, the employee works indoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust.

The noise level in the work environment is usually moderate to loud.