

Union Public Schools Job Description

Position Title: Warehouse
Department: Operations
Reports To: Director of Facility Services

FLSA Designation: Non-exempt

SUMMARY: Ensures the efficient processing of District mail, processes ingoing and outgoing shipments.

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

- Responds to individual requests for student/financial records.
- Processes outgoing and incoming District wide U.S. mail.
- Sorts and distributes all incoming interschool and intermediate District mail.
- Keeps accurate records of postage usage/expenditures; prepares reports; communicates orally and in writing.
- Assists in overseeing the shipment and receiving of all (goods) such as instructional, computer, medical, food, media, custodial, and all other learning material for classroom teachers from UPS, RPS, FEDEX, AIRBORNE, and all other trucking lines.
- Prepares warehouse supplies for delivery.
- Checks-in and delivers state adopted books.
- Maintains inventory of instructional, computer, medical, and all District forms.
- Manages the completion of work orders in a timely manner.
- Maintains the proper maintenance of equipment.
- Maintains inventory control with Total Maintenance Authority (TMA).
- Assists administrator, faculty, PTA, and education foundation for storage of merchandise.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs 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) and one to three months related experience and/or training; or equivalent combination of education or experience.

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

LANGUAGE SKILLS: Ability to read and 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 or 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.

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.