



PERSONNEL COMMISSION

Class Code: 0712
Salary Range: 21 (C1)

WAREHOUSE MATERIALS PROCESSOR

JOB SUMMARY

Under general supervision, perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse; prepare and maintain related records and files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse. **E**
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; confer with Purchasing Agents, vendors, requestors and freight companies regarding shortages, damaged goods or other discrepancies; notify supervisor of shortages, damages and discrepancies as necessary; process related paperwork; input and update computerized records. **E**
- Store received items in appropriate warehouse sections, shelves, bays or bins; move stock locations as necessary; place food items in racks, refrigerators or freezers; rotate perishable and nonperishable inventory. **E**
- Create and print bar code labels; unitize merchandise; engrave or mark merchandise with inventory numbers. **E**
- Process and fill requisitions; pull, pack and ship items to District locations in accordance with requisition specifications; verify merchandise counts; wrap and label pallets; move merchandise to loading docks and staging or will call areas for shipment or pickup; complete and submit related paperwork. **E**
- Issue stock in accordance with approved requisitions; communicate with school site and District personnel regarding the pickup and delivery of orders; resolve shipping errors; respond to special orders and emergency pickup requests. **E**
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a copier and computer and assigned software. **E**

- Pickup and deliver surplus and donated items such as furniture and equipment; receive and deliver textbooks, testing materials and special request items as assigned; drive a District vehicle to conduct work as assigned by the position; assist drivers with deliveries as assigned. ***E***
- Inspect surplus and donated furniture and equipment; properly dispose of unusable product; mark prices and sell items to the public or District staff in accordance with established guidelines; arrange for pick up of recycle bins as needed. ***E***
- Participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items. ***E***
- Prepare and maintain a variety of records and files related to assigned activities including equipment inspection reports, Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and daily activity sheets. ***E***
- Maintain warehouse and work areas in a clean, safe and orderly condition; empty waste receptacles, spot mop spills and sweep floors as needed; sort and stack pallets. ***E***
- Attend meetings and trainings as directed.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Warehouse Materials Processor classification perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse such as the Nutrition Center or Maintenance Branch.

EMPLOYMENT STANDARDS

Knowledge of:

Basic methods, practices and terminology used in warehouse operations.

Shipping and receiving procedures.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Operation of equipment used in the receipt, storage and shipping of materials, commodities, equipment and food.

Proper storage techniques.

Operation of a computer and data entry techniques.

Basic record-keeping and filing techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

General space utilization and inventory methods and practices.

Health and safety regulations.

Basic math.

Ability to:

Perform physical and record-keeping duties involved in packing, storing and shipping materials, commodities, equipment and food.
Receive, store, ship and deliver materials, supplies and equipment to various locations.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Utilize space efficiently and effectively.
Assist in maintaining and recording inventory.
Learn laws, codes, rules and regulations related to assigned activities.
Meet schedules and time lines.
Prepare and maintain records and files.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Add, subtract, multiply and divide accurately.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of experience receiving, inspecting, storing and shipping general stores and equipment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Subject to cold from walk-in refrigerators or freezers.

Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

Hearing and speaking to exchange information in person or on the telephone.

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials.

Standing for extended periods of time.

Walking.

Climbing ladders to reach supplies and equipment.

Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/17/97

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