

WAREHOUSE DISTRIBUTION CLERK

Purpose Statement:

The job of Warehouse Distribution Clerk is done for the purpose/s of under the direction of the Purchasing Supervisor and Assistant Superintendent - Educational Services, receiving, pulling and loading orders for delivery; ensuring specifications, quantity and quality of orders are correct; overseeing the operation of the Instructional Materials Distribution Center; verifying stock and identifying losses; and maintaining an organized layout and safe work environment.

Essential Functions

- Assembles furniture and equipment for the purpose of providing items in working condition.
- Cleans warehouse for the purpose of maintaining an organized layout and safe work environment.
- Conducts physical inventories for the purpose of verifying stock and identifying losses, maintaining account and inventory records lists.
- Inspects warehouse equipment for the purpose of maintaining items in safe operating condition.
- Oversees the operation of the Instructional Materials Distribution Center for the purpose of ensuring that department objectives are achieved.
- Prepares documentation (e.g. requisitions, Science Catalog updates, teacher notices, etc.) for the purpose of conveying information.
- Processes requests, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Reconfigures storage layout with Distribution Center for the purpose of ensuring adequate space for new or revolving materials.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Sorts packages, mail and other materials for the purpose of distributing items to assigned sites and/or individuals.
- Stocks equipment, materials and supplies for the purpose of maintaining required inventory levels that will ensure availability of items when requested and/or configuring storage layout to maximize resources.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs relief delivery work as may be required for the purpose of acting as a backup Delivery Driver.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using material handling equipment including operating forklifts, pallet jacks, hand trucks etc.; operating standard office equipment including pertinent computer software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of receiving, storage, delivery of materials; inventory classification, product configuration, space and stock maneuvering; and methods of materials handling

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability
Forklift Operator's Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 19