



David Douglas School District #40

Classified Job Description

WAREHOUSE WORKER/COURIER – INTERNAL APPLICANTS ONLY

Schedule: 9 months per year
Class: 13

POSITION PURPOSE

To perform a variety of warehousing duties, including loading, unloading and shelving materials in the warehouse; to transport various supplies and equipment from the warehouse to school sites; to serve as the alternate mail delivery driver to and from district sites.

NATURE AND SCOPE OF RESPONSIBILITIES

Essential and other responsibilities and duties may include, but are not limited, to the following:

- Perform a variety of warehouse functions including stocking, shelving, filling and delivering supplies and equipment
- Prepare items for delivery quickly and accurately; load and unload stock items
- Operate a forklift to move and arrange stock in warehouse
- Transport supplies and equipment; perform various errands as directed
- Pick-up and deliver inter-district mail; comply with mail and delivery schedules
- Receive, unload, check and shelf incoming items according to established procedures; mark stock items and attach necessary paperwork as required
- Maintain stock inventory and warehouse in a safe, clean and orderly condition; ensure compliance with safety regulations
- Operate motor vehicles such as trucks, vans and fork lift; operate a variety of machines and equipment such as telephone, rolling stock ladders, hand trucks and carts, trailers and pallet jacks
- Fill motor vehicles with fuel, check oil, and report operating condition
- As assigned, participate in warehouse inventory
- Perform other incidental duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and procedures of warehousing operations (methods and techniques of receiving and storing equipment, materials and supplies)
- Principles and practices of safe driving techniques
- Health and safety regulations
- Operation of warehouse equipment
- Methods and techniques of loading and unloading materials
- Basic mathematical principles

Ability to:

- Receive, inspect and store goods and materials
- Operate equipment as necessary for successful job performance
- Transport and deliver goods and materials to locations on a designated route
- Understand and follow oral and written directions

QUALIFICATIONS (cont.)

- Monitor and maintain inventory
- Maintain physical condition appropriate to the performance of assigned duties
- Work independently with minimal direction
- Establish and maintain effective working relationships with those contacted in the course of work
- Lift up to 100 pounds
- Operate and perform operator's maintenance on a District vehicle.
- Observe legal and defensive driving practices
- Follow good health and safety principles and practices
- Possession of, or ability to obtain, an Oregon Drivers License
- 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 would be warehouse experience and the equivalent of completion of twelfth grade

WORKING CONDITIONS:

- **Environmental Conditions:** Warehouse environment; subject to traveling from site to site; exposure to heat and cold
- **Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for lifting, climbing and crawling; work on slippery or uneven surfaces; operate motorized equipment or vehicles; bend, stoop, kneel, crawl, walk, stand or sit for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and other equipment; lift horizontally and vertically

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.