



<b>Job Title:</b>	Warehouse Worker	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Warehouse Supervisor	<b>Pay Grade:</b>	Distribution Pay Group 2
<b>Dept. /School:</b>	Distribution Center	<b>Date Revised:</b>	11/09/2011

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**Primary Purpose:**

Assist in the daily activities of the warehouse to ensure safe and efficient receiving, storage and delivery of district supplies, equipment, and commodities while maintaining accurate inventory controls.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Valid Texas certified drivers' license, Class B required  
Auto insurance eligibility

**Special Knowledge/Skills:**

Ability to perform heavy lifting  
Ability to operate hand tools and mechanical equipment  
Ability to operate forklift, pallet jack, delivery van/truck and lift gate safely  
Ability to read supply requisitions and perform basic arithmetic

**Experience:**

Previous experience in warehouse operations, shipping, and receiving

**Major Responsibilities and Duties:**

**Receiving:**

1. Verify accuracy of shipments by counting, weighing, measuring items and comparing size, weight, description, and part numbers with information on invoice or packing slip and purchase orders while noting any damage or discrepancies.
2. Open crates, boxes, or other containers using hand tools to unpack items received. Inspect and note any damage, defect, or discrepancies.

**Inventory:**

3. Move inventory items to various locations manually or by operating mechanical equipment, including forklift, pallet jack, and hand truck.
4. Sort and store items according to established procedures.
5. Participate in periodic cycle counts and physical inventories.

**Distribution:**

6. Read and fill requisitions for stock items. Verify accuracy of orders pulled.
7. Drive delivery vehicle to various locations to deliver or pick-up equipment and mail.
8. Load and unload delivery vehicle by hand, fork lift, pallet jack, or hand truck.

**Safety:**

9. Perform job duties including lifting, climbing, operating tools, equipment, and machinery according to proper safety procedures.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Maintain a clean and safe working environment.

**Other:**

12. Detect needed repairs on vehicles and equipment by following established inspection procedure and report such repairs to the supervisor.
13. Other duties as assigned within area of responsibility.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Ladder, dolly, racking, fork lift, pallet jack, box knife, delivery van/truck and bobtails up to 26,000 lbs., and small hand tools.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, pushing, pulling, and reaching. Work outside and inside as well as freezers and coolers; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and racking; exposure to slippery and uneven surfaces.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*