

Job Title: WAREHOUSE WORKER - LEAD
Reports to: Shipping and Receiving Supervisor
Dept./School: District Warehouse
Wage/Hour Status: Non-exempt
Date Revised: April 18, 2016

Primary Purpose

Assist the Shipping and Receiving Supervisor to oversee, plan and schedule receiving/distribution of inventory, storage of supplies. Support District and campus needs in accordance with District policy and procedures.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Valid Texas driver's license (Class C)
Valid Food Handler's Permit

Special Knowledge/Skills

Ability to operate hand tools and mechanical equipment
Ability to operate personal computer
Ability to read supply requisitions and perform basic arithmetic
Ability to operate light truck

Experience

Two years' experience working in a warehouse with receiving, distribution, and inventory control procedures.

MAJOR RESPONSIBILITIES AND DUTIES

1. Coordinate district-wide warehouse receipts and distribution of inventory, to include but, not limited to, computers, capital outlay items, custodial supplies, athletic equipment, office and instructional supplies, food service, maintenance supplies, and other inventory in the warehouse to various locations throughout the District.
2. Oversee and participate in the rotation of inventory stock and annual inventory; perform audits as needed to verify the accuracy of receipts and distributions.
3. Responsible for Warehouse vehicle inventory, materials, tools and equipment, to include the use of safe operational procedures; schedule required maintenance.
4. Make routine decisions under general supervision in accordance with established priorities and policies; refer major decisions to supervisor.
5. Track and maintain a system of records, i.e., route deliveries, distribution. Ensure proper inventory recordkeeping.
6. Educate personnel on the safe use of various equipment, tools, and chemicals as needed and other related items related to the function of a Warehouse.
7. Keep warehouse area clean and organized to avoid hazardous conditions; report unsafe conditions to supervisor. Assist with monitoring the necessary security within the warehouse.
8. Collect and distribute campus equipment to designated locations.
9. Attendance at the work site is required to meet essential functions of the job.

Other

- 10. Support the goals of the District/department and follow District policies and procedures.
- 11. Follow established safety procedures and techniques to perform job duties.
- 12. Maintain a professional code of ethics and perform other duties as assigned.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, hand tools, forklift, ladder, dolly scaffolding, pallet jack, hand truck, and light truck (less than 26,000 lbs.).

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Continuous walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying heavy. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; work on ladders and scaffolding. Exposure to dampness and humidity and slippery or uneven walking surfaces.

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

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____