

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

### **Primary Purpose**

Assists in the warehouse operation of receiving, storing, issuing and delivering of equipment, tools, and 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**

Experience working in a warehouse with receiving, distribution, and inventory control procedures.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Receiving**

1. Verify accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on freight bills or packing slip and purchase orders; record any discrepancies or damage.
2. Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.

### **Inventory**

3. Move inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, or handcart. Sort and store items according to established procedures. Read and fill requisitions for stock items. Verify accuracy of orders pulled.
4. Maintain computerized inventory records, take physical count periodically, and check against inventory control totals using computer printouts provided under the supervision of the Shipping and Receiving Supervisor and the Inventory and Material Control Supervisor.
5. Inspect, count and record applicable data for all classroom & office and/or custodial warehouse stock merchandise; affixes warehouse control number to merchandise.

6. Drive truck to various locations to deliver materials. Load and unload delivery truck by hand or by use of hand truck. Obtain authorized signature for supplies requested.

**Safety**

7. Follow established safety procedures and techniques to perform job duties including lifting, carrying, locking bed of delivery trucks at all times, etc. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
8. Follow established hazardous chemical (Material Safety Data) guidelines and requirements; report any accidents or injury to the supervisor.
9. Report needed repairs on vehicles and equipment by following established inspection procedures.

**Other**

10. Responsible for maintaining a clean work area within all warehouse locations and keep inside area of all vehicles clean and free of debris.
11. Keep informed of and comply with district policies and regulations concerning primary job functions, working hours and district warehouse calendar.
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:** \_\_\_\_\_