

LEAD WAREHOUSE WORKER (IMC)

DEFINITION

Under general supervision, use considerable independent judgment in warehousing and inventory skills, including inspecting shipments for conformity to specifications and organizing the process of ordering, processing, and shipping of instructional materials; deliver to schools as needed.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the department by carrying out the daily routines of the district's IMC Warehouse, including receiving, processing, and storing warehouse textbooks and supplies.
2. Unpacks and inspects deliveries for damage; compares items and quantities received against purchase orders and packing slips.
3. Completes forms on damages and shipping discrepancies; distributes and files shipping and receiving records.
4. Confirms invoices for payment.
5. Conducts ongoing inventory of all textbooks and supplies and maintains inventory control records.
6. Assists in maintaining the warehouse in a clean and orderly condition.
7. Leads and assists in the training of new employees.
8. Carries out oral and written instructions.

QUALIFICATIONS

Knowledge of:

Proper methods and procedures used in safe receiving, storing, and issuing of textbooks and educational material, requisitions, purchase orders, shipping documents, and delivery reports. Stock rotation and inventory procedures; basic methods, materials, tools, equipment, and safe techniques used in general warehousing work.

Ability to:

Plan, organize, and lead the work of others in an assigned warehouse system; maintain records and prepare reports; analyze and utilize methods of storage and delivery for textbooks and related curriculum; schedule and coordinate the work of others; train and provide input on the evaluation of subordinate employees; operate a forklift and drive a truck in a safe manner; perform heavy manual labor; establish and maintain effective and harmonious relationships with district personnel, parents and members of the business community. Comply with the District's customer service standards, as outlined in Board Policy.

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Education and Experience:

Any combination of training and experience which is equivalent to graduation from high school and two years experience in delivery, warehousing, receiving, issuing, packing, shipping, and/or storage of goods; leadership experience preferable.

License Requirement:

Valid Class B California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse or field setting, with travel from site to site; may be exposed to cold storage environment.

Physical: Primary functions require sufficient physical ability and mobility to work in a warehouse setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.