



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 99-2023/24
DOCUMENT NO. 91-2023/24
DATED: 06/20/2024

WAREHOUSE ASSISTANT

DEPARTMENT/SITE: Warehouse/ Central or
Child Nutrition

REPORTS TO: Assigned Director/Warehouse
Supervisor

SALARY SCHEDULE: Classified Salary Schedule

SALARY RANGE: 25

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of an assigned Director, and the supervision of a Warehouse Supervisor, the Warehouse Assistant participates in a variety of warehouse operations; and receives, inspects, verifies, and stores a variety of food items, equipment, supplies, and other materials ordered by the District; pulls items from inventory to fill requisitions; transports and distributes orders over designated routes; ensures safe operation of vehicles, and loading and unloading orders. The incumbents in this classification provide the school community with the warehousing and distribution of a variety of goods that directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

The Warehouse Assistant the journey-level class responsible for warehouse operations and day-to-day transport of a variety of items between assigned warehouse(s) and various District locations. This class differs from the Warehouse - Lead, which provides work direction and participates in warehouse operations, and from the Warehouse Supervisor, which is responsible for organizing and supervising the overall operations of an assigned warehouse(s).

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in recycling old textbooks and discarding books, as directed and in accordance with established District policy (if assigned to Central Warehouse).
- Barcodes fixed assets to identify materials and equipment.
- Cleans warehouse to maintain a safe and sanitary work area.
- Delivers a variety of items (e.g., food items, mail, boxes, packages, cargo, office supplies, furniture, equipment, textbooks) to distribute items to assigned locations and/or individuals.
- Drives vehicles (e.g., truck, van, forklift) to transport orders and materials to designated sites.

- Exchanges dust mops to keep mop heads clean and sanitary (if assigned to Central Warehouse).
- Loads and unloads delivery trucks to receive stock and/or fill orders for transport.
- Maintains delivery vehicles (e.g., checking fluid levels, fueling, cleaning) to ensure safe operation of the vehicle.
- Maintains manual and electronic documents, files, and records (e.g., shipping, receiving, delivery, return-to-vendor logs, transport records, requisitions, vehicle logs) to document activities and provide reliable resource information.
- Operates a computer and assigned software, including the district's inventory/financial software system to perform various job duties such as shipping and receiving, stock inventory, and vendor and purchase order history.
- Operates a variety of specialized warehouse equipment, as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Participates in physical inventories and cycle counts to verify stock and identify losses.
- Prepares orders by pulling from stock to fill orders and meet delivery requirements.
- Receives stock and nonstock items and ensures specifications, quantity, and quality of orders are correct.
- Responds to inquiries from staff and vendors, and provides information and/or direction regarding the receiving documents, status of deliveries, etc.
- Restocks warehouse to ensure item availability.
- Transports a variety of items (e.g., mail, monies, food items, supplies, equipment, materials) to receive and/or deliver items as required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Warehouse operations, practices, procedures, equipment, and terminology
- Proper storage methods, space utilization, and inventory techniques
- Proper loading and unloading of trucks
- Traffic laws, defensive driving techniques, and rules of the road
- Operation of a forklift, pallet jack, and other warehouse equipment
- Recordkeeping and report preparation techniques
- Oral and written communication skills in English
- Operation of standard office equipment, including a computer and assigned software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health and safety practices and procedures for warehouse operations, including proper lifting techniques

Skills and Abilities to:

- Perform a variety of warehouse activities involved in receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials
- Learn designated routes and drive a vehicle to various district locations to pick up and/or deliver and distribute a variety of items
- Operate a forklift, pallet jack, and other warehouse equipment safely and using standardized methods
- Understand and follow oral and written direction
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate standard office equipment, including a computer and assigned software with proficiency
- Maintain records and files, and prepare reports with accuracy
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read, write, and communicate clearly in English
- Establish and maintain cooperative and effective working relationships with others
- Set priorities, and meet deadlines and schedules
- Adapt to changing work priorities
- Observe health and safety regulations, and legal and defensive driving techniques
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized methods and/or procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Six (6) months of varied warehouse duties in a high-volume distribution center environment involving receiving, order fulfillment, and distribution.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials

CERTIFICATIONS AND TESTING REQUIRED:

- Forklift Operator Certificate (must obtain within 6 months of employment)
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12)

- months of appointment and failure to do so could result in release (if assigned to CN Warehouse)
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (D) through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within 6 months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of warehouse equipment, and regular exposure to hazardous materials, fumes, dirt, dust, and odors
- Drive a vehicle to conduct work
- Visual acuity to see to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate a computer and a variety of warehouse equipment, and manipulate objects
- Hearing and speaking to exchange information
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Bending at the waist, kneeling, crouching, and crawling
- Climbing, balancing, and working at heights
- Heavy physical labor
- Some assignments may require working in sub-zero freezers (if assigned to CN Warehouse)