



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.100-2023/24
DOCUMENT NO. 92-2023/24
DATED: 06/20/2024

WAREHOUSE - LEAD

DEPARTMENT/SITE: Warehouse/Purchasing or
Child Nutrition

REPORTS TO: Assigned Administrator/
Warehouse Supervisor

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 35

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of an assigned administrator and day-to-day supervision of the Warehouse Supervisor, the Warehouse - Lead participates in and leads warehouse operations activities within an assigned department, including receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials; assists in the maintenance of warehouse inventory and in maintaining an organized warehouse layout; assists in establishing delivery routes and assigning workers; supports other warehouse classifications in performing warehouse activities; provides support and work guidance to assigned workers. 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:

Positions in the Warehouse - Lead class, participate in warehouse activities and operations and provide work guidance to staff. This class differs from the Warehouse Assistant, which is a journey-level job class responsible for the day-to-day transport of items between the warehouse and District locations, and from the Warehouse Supervisor, which is responsible for organizing the overall operations of the assigned warehouse(s) and for providing day-to-day supervision of warehouse personnel.

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 maintaining inventory counts to maintain current, up-to-date commodities, stock, equipment, and/or textbooks.
- Assists in pulling stock to fulfill orders and meet delivery requirements.
- Assumes roles and responsibilities of the Warehouse Supervisor in their absence.
- Cleans and organizes warehouse to ensure a safe and sanitary work area.
- Ensure vehicle logs are accurately maintained and up to date.
- Identifies and recycles old textbooks and discards books in accordance with established District policy.

- Identifies fixed assets for barcoding property; assists in inventory control.
- Leads and provides work guidance to warehouse personnel; assists in training assigned personnel to upgrade knowledge of warehouse operations and safety skills.
- Maintains a variety of manual and electronic files and records (e.g., shipping, receiving, delivery, return-to-vendor logs, transport records, requisitions) 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 and demonstrates the use of specialized warehouse equipment, as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Processes report requests, documents, deliveries, delivery returns, and/or materials and disseminates information and/or materials to appropriate parties.
- Receives stock and nonstock items and ensures specifications, quantity, and quality of orders are correct.
- Researches discrepancies on orders, packing slips, and/or invoices (e.g., overages, shortages, duplicate deliveries); corrects errors and/or returns damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors, and provides information and/or direction regarding invoices, billing, status of deliveries, etc.
- Verifies and maintains first in/first out (FIFO) inventory and related records.
- Verifies physical inventories and cycle counts to verify stock and identify losses.
- 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
- Principles and practices of training and providing work direction to others
- Recordkeeping and report preparation techniques
- Oral and written communication skills
- 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 operation, including proper lifting techniques

Skills and Abilities to:

- Lead and participate in a variety of warehouse operations 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 standard methods
- Train, lead, and provide work guidance to assigned warehouse personnel
- Understand and follow oral and written directions
- 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 to meet deadlines and schedules
- Adapt to changing work priorities
- Adhere to 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating the work of others; 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:

Two (2) years of experience performing varied warehouse-related duties in a high-volume distribution center environment involving receiving, order fulfillment, and distribution, which includes experience leading or supervising the work of others.

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)
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- 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)

- 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, 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