



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: Science Center Warehouse Worker

Position Type: <b>Classified</b>	Department: <b>Materials Distribution Center</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Warehouse Operations Supervisor</b>
Salary Range: <b>Range 20</b>	
Term of Employment: <b>12 months</b>	Date: <b>August 30, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists in safeguarding the District's investment in material through efficient and effective warehousing practice.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Maintains inventory of science kits and re-supplies stock.
- Orders supplies.
- Schedules kits for all rotations and use.
- Coordinates the delivery and pick up with the schools.
- Coordinates the refurbishment of all kits.
- Coordinates live specimen needs with teachers or schools or other supply houses.
- Communicates with teachers regarding problems, questions, incomplete returned kits, help, monitoring use, etc.
- Maintains and open and productive communication with the Science Curriculum Specialist.
- Inspects and receives shipments at the dock. Verifies contents of shipments received and compares with packing slip for completeness and accuracy. Signs receipts for items received.
- Manually lifts and loads crates and boxes to and from trucks and dock using electric pallet jack or forklift.
- Loads and unloads delivery truck used to deliver food and supplies to the schools.

- Counts warehouse inventory under specific instructions on a cyclical and yearly basis. On a cyclical basis counts specific high cost items, noting and recording findings.
- Moves and stores warehouse stock either manually, wheeled carts, pallet jacks or fork-lift and places in the assigned location.
- Disposes of broken, damaged or spoiled stock in the warehouse according to established procedures and supervisor direction.
- Corrects inventory records when errors are discovered; notifies appropriate personnel as required.
- Repacks quantity items and properly identifies for use. Breaks down large number items into smaller units, replaces in proper location.
- Attends staff meetings of work unit; gives and receives information helpful in work unit operation.
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.
- Prepares deliveries for shipping to schools, loading and driving truck.
- Picks up and delivers district mail run.
- Delivers district board packets.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must be able to use software programs such as email, spreadsheets and word documents.
- Demonstrates the ability to operate specific equipment or tools.
- Must have knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training, preferred.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must be able to regularly lift and/or move up to 70 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*