

CLASS TITLE: WAREHOUSE LEAD WORKER

DEFINITION: Under general supervision, performs work of considerable difficulty in supervising and participating in the daily activities of scheduling, routing drivers, posting orders, inventory, receiving; receives, inspects, issues and stores supplies, equipment, purchased or stored by the district; picks up and delivers supplies, equipment and other items to district schools and offices; maintains assigned storage areas in a clean and orderly condition; and performs related work as required.

EXAMPLES OF DUTIES:

- Assists ~~Warehouse Supervisor~~ in the daily operations of the Central and Food Warehouse;
- Directs and supervises the routing of drivers;
- Schedules ~~scheduling~~ warehouse staff to various areas of the warehouse for duties such as filling orders, receiving, stocking of supplies and food commodities.
- ~~Under the direction of the Warehouse Supervisor,~~ Works directly with the district financial system in all warehouse areas such as the posting of orders, receiving supplies and equipment and the receiving of central receiving items and food service items;
- Oversees the rotation of commodities, keeping records, maintaining cleanliness and tracking temperatures of walk-in freezer units.
- Inspects incoming stock for conformity to purchase orders and packing lists;
- Fills requisitions and marks orders for delivery; loads supplies and equipment into delivery vehicles;
- Operates delivery vehicles;
- Determines route in making deliveries to various district schools, offices and other established locations;
- Picks up and delivers office, custodial and cafeteria supplies;
- Picks up and delivers emergency items, material and equipment requiring immediate delivery;
- Assists in conducting periodic inventories of materials supplies and equipment maintained in the central warehouse facilities;
- Maintains various printed records relating to the receipt and delivery of supplies and equipment received, issued through the district's central warehousing facilities.
- Evaluates, receives, distributes, and disposes of surplus furniture, equipment, supplies, and e-waste.

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Two years increasingly responsible experience in warehouse stores operation
- Or equivalent combination of training and experience

- Experience in driving forklifts
- Experience working with computerized inventory

Knowledge of:

- Warehouse procedures and methods associated with the receipt, storage, issuance and delivery of various equipment and supplies including perishable items
- Strong leadership skills
- Knowledge of the Vehicle Code and operation of motor vehicles
- Working knowledge in the use of computers and software

Skill in:

- Skill in a variety of general warehousing duties related to receiving, issuing and storing school supplies and materials
- Skill in picking up and delivering a variety of supplies, materials and equipment
- Skill in scheduling and directing the work of others
- Understanding and carrying out oral and written instructions
- Establish and maintain effective working relationships

Licenses and Certificates:

- Valid California Driver's License

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

Subject to Reasonable Suspicion and Random Drug/Alcohol Testing

Environment:

Warehouse Environment.

Physical abilities:

Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items/materials from cabinets and shelves; climbing of stairs and ladders; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift objects up to 50 lbs. frequently; drive a motor vehicle safely.

M&O, Salary Range: 520

MT. DIABLO UNIFIED SCHOOL DISTRICT 3/03

Revised: 1/10/2019