



Job Title: Warehouse Worker & Driver
Department: Business Department
Reports To: Warehouse Manager
FLSA Status: Non Exempt
Salary Schedule: MN lane 01

SUMMARY

The Warehouse Worker & Driver receives, stocks, inventories, and delivers supplies and equipment stored at the District Warehouse, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Receives incoming deliveries, ensuring items received match the shipping manifest.

Matches shipping manifest with packing slips and purchase orders, and forwards confirmation of receipt to Accounts Payable Department.

Loads and unloads delivery vehicles.

Organizes and stock supplies and equipment in the warehouse.

Inventories warehouse merchandise.

Pulls and consolidates school orders for delivery.

Delivers goods to customers in a safe and timely manner.

Picks up/moves surplus equipment from various district locations.

Ensures warehouse controls are followed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Basic computer skills to include word processing and simple spreadsheets.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form.

EDUCATION and/or EXPERIENCE

Previous warehouse experience and/or delivery experience is beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have or obtain within one year a Utah Commercial Driver's License (CDL). Must have or obtain a Forklift Driver Certification.

PHYSICAL DEMANDS *The physical demands described here 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 functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit and use fingers and hands to handle. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, work near moving mechanical parts, outside weather conditions, wet or humid conditions (non-weather), and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud such as mechanical equipment and vehicle operations.

Prepared By: Warehouse Manager	Date: 06/27/2005
Approved By: Executive Director, Human Resources	Date: 06/27/2005

<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/02/2013
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/13/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Purchasing Manager	Date: 09/26/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Purchasing Manager	Date: 05/03/2022

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	