



Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

www.sssd.k12.ca.us

WAREHOUSE OPERATOR

DEFINITION

Under the supervision of the Director of Facilities and Projects, to coordinate daily operations of a warehouse; to drive a District vehicle in the pickup and delivery of office and instructional materials, mail, furniture, and other items to schools and offices. In addition, when needed, perform custodial, storekeeping, and light grounds and building maintenance tasks, lead small crew of custodians, and perform related work as required.

CLASS CHARACTERISTICS

This one-position class is a skilled storekeeping and delivery class with assigned responsibility to operate District warehouse and delivery system in accordance with clearly established procedures, processes, and practices. The incumbent is responsible for the control and accountability of warehouse stock, for timely deliveries, and the maintenance of adequate supplies of items carried by the warehouse. The incumbent provides leadership to team members assigned to the warehouse, distributes work, and monitors work to ensure that it is completed in a timely manner and that established District and departmental standards of work and safety are followed. Incumbent monitors inventory, prepares purchase orders to replenish supplies, and recommends changes in stock levels and line of merchandise carried in the warehouse. Incumbent, when needed performs custodial services at the District Office.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Participate in the development of District-wide delivery schedules; plan annual and periodic stock inventories; plan warehouse utilization and stock rotation; recommend procedural improvements in the receipt, storage, and disbursement of warehouse stock, equipment and materials; recommend new and replacement equipment; prepare work orders for warehouse repairs; prepare requisitions for equipment repairs; monitor stock levels and usage, recommend inventory levels, and prepare purchase orders to replenish supplies; prepare annual and other periodic orders from County bids.

Load delivery truck; deliver warehouse supplies, textbooks, instructional materials, furniture, equipment, records, mail, packages, and supplies. Perform daily safety inspection of vehicles and operate vehicle to and from school sites, district and public offices, and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles.

Pick-up and deliver mail; make library deliveries; pick-up discarded books; pick-up and deliver instructional materials and kits.

Receive, verify, check for damage, and store supplies and textbooks in warehouse; prepare records of receipt; photocopy documents; enter items received to computer database, as needed.

Operate hand truck, pallet jack, and forklift.



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Fill out requisitions, work orders, and simple reports; write instructions to Custodians; report needed repairs and follow up on completion of work orders by District maintenance personnel; and interact with maintenance staff, contractors, parents, PTA, etc.

Vacuum carpets and replace vacuum cleaner belts; sweep floors and sidewalks; remove gum from floors and carpeting; mop, strip, and wax floors; shampoo carpeting; refinish wooden flooring; and use power sweeper to sweep concrete areas.

Operate custodial utility cart, bleacher mover and gas powered blowers, vacuum cleaners, carpet shampoo machines, floor sanders, buffers, and related custodial equipment.

Clean and disinfect restrooms and fixtures; clean and shine mirrors and chrome; and replenish supplies of towels, toilet tissue, tissue and sanitary supplies.

Clean classrooms and offices, dust and wash desks, tables, shelving units and cabinets; dust and clean blinds; clean and polish door and window glass; dust and clean light fixtures; remove cobwebs; clean writing boards and erasers; change water bottles; and clean sinks and counters.

Read cleaning labels and follow safety instructions; and write notes to custodial team members regarding repairs and supplies.

Pick up trash and empty trash cans; clean trashcans; and replace trash can liners.

Open and secure building; put up and take down flags; check and lock windows; check, unlock and lock doors and gates; activate and disarm alarm systems; and learn location of utility turnoffs.

Water plants and lawns; turn on sprinklers.

Move furniture and AV equipment; set up and take down chairs and tables.

Perform minor repairs independently, such as removing graffiti, painting small areas, operating HVAC systems, replacing ceiling tiles, affixing molding, replacing receptacle plates, replacing audio-visual equipment bulbs, repairing pencil sharpeners and paper dispensers, gluing down carpeting, raising and lowering student desks, replacing chair glides, assembling furniture, changing light bulbs and tubes, using plumber's helper and snake to unplug sinks and toilets, and spraying for ants and insects. Assist District personnel in the performance of facility repairs, as needed.

Participate in conduct of periodic physical inventory.

Package and wrap for shipping.

Clean and sweep warehouse; empty trash; open and close warehouse; arm and disarm alarm system.

Wear identification and protective clothing and use safety equipment and devices.

Serve on assigned committees and teams.

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Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSES REQUIRED

Possession of a valid and appropriate California Driver's license.

Forklift operator certification.

QUALIFICATIONS

Knowledge of:

Practices and procedures of warehouse operation.

Manual and automated warehouse receipt, disbursement, and inventory record keeping methods.

Equipment used in warehouse work.

Delivery practices.

Appropriate safety precautions and procedures.

Basic math and basic English usage and literacy.

Ability to:

Plan and organize warehouse operations in the receipt, storage, and distribution of supplies, equipment, furniture, and textbooks.

Maintain accurate records, learning and using record keeping and communication technology available in the department.

Plan and conduct inventories.

Follow routes and maps to various locations.

Operate a light truck, observing legal and defensive driving practices.

Operate a forklift, hand truck, and pallet jack.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is three years responsible experience in warehouse and delivery work including one year in the operation of a warehouse preferably involving delivery services and leadership responsibility.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.



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PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print
Walk over uneven terrain
See small objects at a distance of 25' and use peripheral vision

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Upper Body Mobility:

Use hands and fingers to feel, grasp and manipulate small objects, hands at wrist and elbow

Extend arms to reach outward and upward, use hands and arms to lift objects
Turn, raise, and lower head
Twist and bend at torso

Lower Body Mobility:

Walk on even surfaces

Climb stairs/ladders and bend at waist

Strength:

To lift, push, pull, and/or carry, on a frequent basis, objects which weigh as much as 70 pounds

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Work independently
Work around others

Work outside

Work inside

Work cooperatively with others

To perform tasks such as:

Read receiving documents
Pick up and deliver to school sites
Operate vehicles and use mirrors on delivery truck to back vehicle

To perform tasks such as:

Operate vehicles on public streets and around schools

To perform tasks such as to:

Inspect vehicles, fill out forms; to operate forklift; to pick up boxes; manipulate fingers, twist and bend to pull orders
Receive supplies, fill stock requisitions, make pick-ups and deliveries
Operate and inspect vehicles
Receive supplies, fill stock requisitions, move furniture.

To perform tasks such as to:

Pick up and deliver at school sites; work in warehouse
Climb ladders to fill stock requisitions, store items, and receive and deliver supplies; walk up and down stairs at school sites

To perform tasks such as to:

Deliver supplies and fill stock requisitions; move furniture; perform receiving; load and unload truck

To performs tasks such as to:

Inspect and operate vehicles; detect leakage of stored items

To performs tasks such as to:

Complete assigned delivery duties
Receive supplies and make pick-ups and deliveries; serve as a leader and member of a team
Deliver supplies; work in inclement weather
Complete forms and warehouse duties
Gain rapport of customers of warehouse; gain team cooperation



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Mental Requirements:

Read and write at a simple level essential for successful job performance
Understand, interpret and apply routine information

Math skills at basic level
supplies; take
Judgment

Learn quickly and follow procedures and standards and in accordance with District policy and procedure.

To perform tasks such as to:

Complete forms and read instructions;
Perform receiving functions; take inventory
Follow instructions and operate a vehicle; use a map

Fill stock requisitions and receive inventory

Plan work to meet schedules; operate a vehicle safely;

Operate warehouse efficiently and effectively

Updated May 24, 2023

Warehouse Operator Job Description