

WAREHOUSE / SUPPORT SERVICES WORKER

DEFINITION

Under general supervision, performs tasks related to the District warehouse / support services and distribution operation such as shipping, receiving, processing, and storing of all materials, supplies and equipment; providing support to all departments in the transport of supplies and equipment; driving a delivery vehicle; performing other related work as required and /or assigned.

ESSENTIAL DUTIES

Wraps, packs, prepares, loads, unloads and drives a delivery vehicle to pickup and deliver materials, supplies, and equipment to and from various locations

Supports Print Services, Mail Services, Teacher Resource center, and Research, Testing & Accountability in the processing, storage, pick up and delivery of department materials

Pick up and deliver surplus furniture, materials, supplies, and equipment for District facilities and staff

Pick up, deliver, and process recyclable materials from various locations

Assists in tagging, processing and tran(i)3(1aq3w9)3(1aq33 --1e1(s)-2s --1x)9(ed A)211(s)-2(s)-e1aq33

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone and other communication devices
- Must possess the manual dexterity to operate equipment and use hand tools, and work with various objects and materials
- May be exposed to hot, wet, humid, or windy conditions caused by inclement weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not
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