

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

WAREHOUSE WORKER / DELIVERY DRIVER

Purpose of Class

Receives, stores and issues materials, equipment and supplies to and from the District warehouse and other storage areas; performs related work as required.

Primary Function

The primary function of an employee in this position is to receive, count and store freight, record data, verify and maintain records on incoming and outgoing shipments; examine contents and compare with records; maintain inventory; fill special orders for schools; and ensure accurate and expedient delivery of materials to schools. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. The Warehouse Worker works under the general supervision of the Warehouse Manager. The principal duties of this class are performed in an indoor warehouse environment, sometimes performing physically demanding duties and occasionally working outdoors and dealing with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Receives and examines incoming and outgoing shipments;
- Verifies accuracy and quality of shipments;
- Organizes, labels and stores items for inventory; takes accurate count of inventory;
- Dispatches and delivers seasonal music program equipment and school furniture;
- Receives and distributes surplus materials to schools;
- Initiates communication with supervisor and lead worker about needed repairs or status of shipments;
- Maintains and performs minor repair on tools and equipment in accordance with District policies and procedures;
- Cleans and maintains supplies and storage areas to ensure compliance with safety regulations;
- Drives truck to pick up or deliver materials;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Assumes duties of mail clerk, food service and general delivery drivers in the absence of those employees;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Classification Requirements

Boise School District
Established: 08-05
Revised:

Facilities and Operations: Warehouse Worker

Knowledge of:

- Warehousing, shipment management and storage methods;
- Basic math and computations regarding physical count or discrepancies of stock;
- Effective communication skills;
- Basic warehouse maintenance.

Ability to:

- Maintains tools and equipment in accordance with District policies and procedures;
- Lift, move and maneuver hand and power tools and equipment safely;
- Use a variety of hand and power tools and equipment common to warehousing;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, vendors, storage companies, delivery entities and others associated with position duties.

Acceptable Experience and Training

- High school diploma or GED;
- One (1) year experience in shipping and receiving;
- One (1) year experience in delivering materials and supplies; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Warehouse Worker.

Licenses or Certifications

- Valid Idaho Drivers' License is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view shipments, inventory records, sales orders, purchase orders and other documents; to prepare reports as required; to examine and inspect stock items for wear or defect, quantity and quality; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to receive, store, and issue materials; to maintain inventory; to operate all work-associated equipment and operate a vehicle;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to count, stock and store items, to stand or sit for long periods of time and to perform warehousing tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with

or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven terrain, working in confined spaces, stooping, kneeling, bending, crouching and reaching.