**Warehouse Facilitator and Inter-Campus Mail Delivery**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Receiving Manager (Primary)

Director of Purchasing & Special Events (Secondary)

**Dept/Campus:** Receiving Warehouse **Paygrade:** A-3

**Wage/Hour Status:** Nonexempt **Date Revised:** November 2018

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist in the daily activities of the assigned receiving department to ensure safe and efficient storage, retrieval, and delivery of district supplies and inter-campus mail.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

Valid driver’s license

**Special Knowledge/Skills:**

Knowledge of computerized inventory and tracking system

Ability to operate hand tools and mechanical equipment

Ability to communicate effectively

Patient and calm demeanor with students and others

**Experience:**

Two years experience in warehouse/delivery operations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain a consistent schedule of Delivery and pick-up of inter-campus mail on a daily basis to all District campuses and locations.
2. Accurately sort and place mail in bins and boxes.
3. Deliver items received by assigned warehouse to proper school or department on a daily basis.
4. Load and unload delivery vehicle by hand, pallet jack, and forklift.
5. Move inventory to various locations in warehouse manually or by operating mechanical equipment, including forklift, pallet jack, and handcart.
6. Assist with maintaining an orderly and clean receiving warehouse and work space.
7. Deliver monthly payroll checks to Departments.
8. Deliver Board of Trustee agendas to Board member residences.
9. Assist when needed with verifying accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders, record any discrepancies or damage.
10. Assist with opening of crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
11. Assist in the warehousing and storage of supplies and equipment, which may include surplus furniture, equipment, certain school records, and consumable materials.
12. Assist the manager and director in departmental functions to facilitate the consistent operation of the departments.
13. Follow established safety procedures and techniques to perform job duties including lifting, climbing, driving, etc.

**EQUIPMENT USED:**

Computer, ladder, dolly, scaffolding, forklift, pallet jack, box knife, delivery van, cargo truck, and small hand tools

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to maintain emotional control under stress

**Physical Demands:**

Moderate walking, standing, and/or climbing; heavy lifting and carrying; stooping, bending, kneeling, and reaching; work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and scaffolding; expose to slippery and uneven surfaces

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date