

**Killeen Independent School District
Job Description**

Job Title: Warehouse Worker
Reports To: Lead Warehouse Worker
FLSA Status: Non-Exempt

SUMMARY:

Assists in the warehouse operation of receiving, storing, issuing and delivering of equipment, tools, and supplies. Delivers supplies and distribution to and from school campuses or designated locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Verifies 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; records discrepancies or damage.

Marks material with identifying information.

Opens crates and other containers using hand tools to unpack items received and inspects for damage and defects.

Sorts and stores items on rack shelves, or in bins according to predetermined sequence such as size, style, color, or product code.

Arranges stock parts in specified sequence for assembly.

Reads and fills requisitions for stock items; verifies accuracy of order pulled.

Moves inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, and handcart.

Secures cargo prior to transporting.

Follows assigned routes and adheres to established schedules.

Completes and turns in required documentation to maintain property accountability; obtains signature for all deliveries.

Keeps assigned vehicle clean, inside and out.

Performs location surveys, records, audits, and inventories.

Prepares parcels for mailing. Sorts and bags district mail for distribution.

Detects needed repairs on vehicles and equipment by following established inspection procedures.

Performs such other tasks as may be assigned by the Lead Warehouse Worker or Supervisor for Warehousing Services.

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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Two years warehouse experience preferred. Current valid driver's license required. Must be 18 years of age or older.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 talk, walk, hear; to stand, climb, stoop, bend; to kneel, and reach with hands and arms and use hand to finger, handle, or feel. The employee must occasionally lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus during the hours of daylight and darkness.

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 exposed frequently to dampness, humidity, moving mechanical parts, outside weather conditions, and slippery or uneven walking surfaces; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud. The employee is occasionally exposed to extreme cold and heat.

OTHER SKILLS AND ABILITIES:

Ability to operate light truck (Less than 26,000 lbs.) Use computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and hand truck.

Revised Date: March 30, 2017

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.