

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Warehouse Attendant		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Business Services and Warehouse Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

MINIMUM QUALIFICATIONS:

- Considerable knowledge of warehouse methods and practices.
- Considerable knowledge of inventory recordkeeping and control methods.
- Considerable knowledge of transportation agencies and shipping methods.
- Working knowledge of purchase and requisition procedures.
- Ability to perform strenuous manual labor, such as lifting heavy weight.
- Ability to be trained in the operation of forklifts, pallet-jacks, both hydraulic and electric and other warehouse equipment in a safe manner.
- Ability to follow written and oral instructions.
- Commercial Driver's License or the ability to obtain in a timely manner.
- Must have basic computer skills.
- Prior warehouse experience.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Process and handle a variety of food, industrial, mechanical or office supply items of considerable value.
2. Supervision of proper storage of stock or equipment, preparation for shipment to schools and keeping records of stock received and issued.
3. Responsible for the control and care of all non-expendable property stored in the district warehouse.
4. Receive general instructions on procedures to be followed and apply proper warehousing methods to eliminate problems and maintain good recordkeeping.
5. Account for the quality and quantity of items received to see that they conform to packing slips and invoices.
6. Commercial Driver's License or the ability to obtain to drive as needed.
7. Develop efficient storage methods including the allocation of proper bins or storage places.
8. Pack or supervise the packing or wrapping of goods to be shipped.
9. Perform perpetual inventories and maintain accurate stock accountability.
10. Prepare for proper authorization of any requests for supplies.
11. Utilize warehouse database to receive and issue stock.
12. Regular attendance is an essential function of this position.
13. Wears the proper safety equipment.
14. Receives school orders, shipping orders or requisitions to determine items to be moved, gathered or distributed and/or shipped. Assembles school orders from stock and place orders on pallets or shelves, or relocate orders to a holding area or shipping department
15. Sorts and places materials or items on racks, shelves or in bins according to predetermined sequence such as size, type,

style, expiration or product code.

16. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X
21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.			X		
> 100 lbs.			X		
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X
21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.			x		
76-100 lbs.		X			
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: Yes

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat			x		

Kneel			x		
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps			x		
Climb Ladder			x		
Work at Heights			x		
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing			x		
Operate Foot Controls				X	

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking				x			
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name Employee Signature Date

Employer Representative (Immediate Supervisor):

Print Name Title Signature Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature **Date**