

<b>Job Title:</b> Warehouse Worker	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Section Leader/Distribution Coordinator	<b>Pay Grade:</b> 404
<b>Dept./School:</b> School Resources	<b>Date Revised:</b> December 13, 2022

**Primary Purpose**

Assist in the receipt, delivery, storage, and control of furniture, supplies, and equipment and mail service functions.

**Qualifications****Education/Certification**

High School Diploma/GED  
Valid Driver's License

**Special Knowledge/Skills**

- Ability to read supply requisitions and perform basic arithmetic
- Ability to follow federal, state, and local postal regulations & work with a variety of postal services equipment
- Ability to operate a light truck
- Ability to operate forklift
- Ability to work in a team environment, and independently
- Ability to perform multiple tasks simultaneously

**Experience**

One (1) year related experience

**Major Responsibilities and Duties**

1. Responsible for the receipt and distribution of warehouse stock to include, but not limited to: equipment, instructional resources, surplus/salvage items, controlled assets, maintenance supplies, custodial supplies, office supplies, mail service, and other items stocked in the warehouse to and from various locations throughout the district.
2. Receive shipments and mail delivery by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on the invoice and/or packing list and purchase orders, records discrepancies or damage.
3. Rotate warehouse inventory stock and performs periodic cycle counts; keep supervisors informed of low levels of inventory stock.
4. Process requisitions for supplies, equipment, and furniture.
5. Inspect merchandise and paperwork before loading truck.
6. Receive and deliver supplies, equipment, instructional materials, U. S. Mail, UPS, FedEx, and other items to schools and departments, timely.
7. Recover surplus/salvage materials throughout the district.
8. Assist in delivery and set up of furniture in new schools and new additions to existing schools.
9. Assist in annual physical inventory of warehouse.
10. Follow established safety procedures and techniques while operating equipment and tools to perform job duties.
11. Assist in the auction sales.
12. Keep warehouse vehicles clean and in orderly condition, report problems and/or conditions of vehicles to supervisor.
13. Keep warehouse area clean and free from hazardous obstacles, report unsafe conditions to supervisor.
14. Prepare mail for pickup daily and make outside mail runs to distribution points.
15. Operate postal machines to process U.S. Mail, bulk rate mail, certified and overnight mail.
16. Receive and transport confidential Board packets prepared by the Superintendent's Office for hand delivery.

- 17. Use extreme caution in inspecting suspicious mail or packages that may be threatening to the security of the district.
- 18. Coordinate with the contracted courier services to promptly deliver U.S. Postal Service mail, packages, and internal mail throughout the District and Central Office Departments as needed.
- 19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Large/small vehicles, computer, ladder, dolly, forklift, pallet jack, and small hand tools

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent walking and standing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor; work around machinery with moving parts; work around moving objects or vehicles; frequent exposure to unpleasant and/or hazardous conditions; exposure to heat, humidity, and cold temperatures. Must be able to lift 50 pounds or more on a regular basis.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.