



PITTSBURG UNIFIED SCHOOL DISTRICT

WAREHOUSEMAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to do manual duties in the receipt, storage and distribution of food services and school supplies and equipment.

EXAMPLES OF DUTIES:

- Performs manual work in connection with the receiving, distribution, and delivery of miscellaneous school and food supplies and equipment
- Assists in receiving warehouse deliveries, placing stock on shelves or in bins, and the issuance of stock in accordance with approved requisitions
- Help rotate stock and keep stock in neat and orderly conditions, including regular sweeping and dusting of warehouse floors, shelves, pallets, and under pallets, has responsibility for keeping District Warehouse in clean, sanitary and safe condition
- Maintains records
- Assists in, or handles the loading and unloading of furniture, equipment, food, supplies, and small food service equipment
- Performs all related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge & Abilities:

- Knowledge of manual and clerical procedures used in warehousing work
- Knowledge of modern cleaning methods, and the use and care of cleaning materials and equipment
- Ability to properly perform strenuous manual labor, safely operate a motor vehicle, follow work schedules and other written and oral instructions
- Ability to work cooperatively with others
- Ability to keep accurate records

Education & Experience:

High School diploma or GED, and one year of manual or clerical experience in warehouse work.

Physical Abilities:

- Good physical condition as determined by pre and post employment inquiries
- Requires sitting, standing, and stretching for extended periods of time
- Manual dexterity, kneeling, and bending at the waist
- Reaching overhead, above the shoulders, and horizontally
- Lifting up to 100 pounds

WAREHOUSEMAN

Page 2

Licenses:

Possession of a valid California Driver's License

Date Drafted; 10/06/99

Board Approval: 10/13/99