



PITTSBURG UNIFIED SCHOOL DISTRICT

LEAD WAREHOUSEMAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision of Purchasing Director, to load, unload, open, stack, and rotate food stock and supplies in a central warehouse; general clerical duties, and to perform all other related duties as assigned.

EXAMPLES OF DUTIES:

- Loads and unloads truck
- Drives and delivers warehouse stock and supplies to various District cafeteria facilities
- Receives and checks food and supplies in central warehouse
- Conducts a monthly physical inventory of warehouse stock
- Helps maintain clean and orderly condition in food service areas and warehouse
- Cleans truck and warehouse
- Operates a forklift
- May receive, check break down, and distribute instructional supplies, and/or non-food service materials, training staff, and scheduling daily work
- Performs all other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Safe driving practices
- Safe and efficient procedures for truck loading and delivery
- Proper methods of receiving, storing, recording and rotating warehouse stock and supplies
- Principles and practices necessary to provide leadership to other staff.

Ability To:

- Operate a motor vehicle
- Properly lift and carry heavy loads of warehouse stock and supplies; maintain records
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Train staff in the role of warehouseman and provide daily schedules.

Education & Experience:

High school diploma or GED; three years of experience in warehousing/storekeeping work; or any combination of training and experience that could likely provide the desired knowledge and abilities.

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MINIMUM REQUIREMENTS: (cont.)

Licenses:

Possession of a valid California Driver's License.

Physical:

- Good physical condition as determined by pre and post employment inquiries and health reports
- The position requires lifting up to 100 lbs.
- Sitting, standing, driving, manual dexterity, kneeling, and bending at the waist, reaching overhead, above the shoulders and horizontally

Classified Employee Salary: Range 38

Draft Dates: 10/6/99

Board Approved: 10/13/99