



IRVINE UNIFIED SCHOOL DISTRICT

SHORT TERM WAREHOUSE (Textbook Distribution)

DEFINITION:

Under the supervision of the assigned supervisor, performs a variety of duties related to the shipping, receiving, storing and issuing of supplies, equipment, textbooks and other materials. Performs related duties as required.

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

- Coordinates receipt and distribution of textbooks and other instructional materials as assigned by the position.
- Performs a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including textbooks and other instructional materials and ensures materials are delivered in a timely manner.
- Assists with lifting, stacking and moving textbooks and materials as assigned.
- Maintains records and reports related to assigned activities as required.
- Communicates with personnel to exchange information and resolve issues or concerns.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, practices, procedures and terminology used in warehouse, distribution and delivery operations.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Shipping and receiving procedures.
- Proper lifting techniques.
- Basic inventory techniques.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Basic mathematical calculations.
- Software utilized by district to track textbooks.

Ability to:

- Assist in filling and processing textbook orders.
- Load and unload shipments of textbooks and materials.
- Inspect and receive deliveries.
- Meet schedules and time lines.
- Maintain and prepare records and reports.
- Operate a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: Graduation from high school. Related experience in a warehouse environment-preferred.

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.

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

WORK ENVIRONMENT:

Warehouse 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. The noise level in the work environment is usually loud.

Hazards include:

- Working around and with machinery having moving parts.
- Exposure to cleaning chemicals and fumes.
- Driving a vehicle during adverse weather conditions.
- Working at heights.

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