SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: **Warehouse II** **Salary Block**: 404

Reports To: Warehouse Supervisor **Terms of Employment**: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide assistance, support, and customer service to the district and community from the warehouse.

Qualifications:

Education/Certification/Requirements:

- High school diploma or equivalent
- Valid Texas Driver's License
- Powered Industrial Truck Operator's Permit

Special Knowledge/Skills:

- Physically able to lift 50 pounds or more on a regular basis
- Demonstrate ability to effectively communicate orally and written with district employees and the general public

Experience:

- Minimum of three (3) years verifiable experience in warehouse, receiving and distribution operation
- Basic computer experience

Major Responsibilities and Duties:

1. Assumes responsibility for stocking, receiving, distribution, and inventory control of all incoming materials and equipment.
2. Prepares necessary paperwork to expedite transfers and pick-ups from any school or department.
3. Assigns and stocks all items in their respective location and rotates stock accordingly.
4. Assigns in compiling data and completing reports concerning projected warehouse needs.
5. Assumes responsibility for the neat, orderly, and secure storage and warehousing of all stock and district materials.
6. Performs physical inventories of equipment and supplies when needed.
7. Is knowledgeable of stock levels, orders, backorders, deliveries and acquisitions and reports any problems to supervisor.
8. Assists in recording and tagging of fixed assets, capital outlay and district equipment as required by district policies.
9. Assists in loading and unloading vehicles as needed.
10. Communicates effectively with district personnel concerning work orders and inventory requisitions for the purpose of accurate inventory control.
11. Upholds and adheres to safety rules and policies of the SISD safety program.
12. Supports the goals and objectives of the school district and follows all state and district policies.
13. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
14. Performs any other duties as assigned by the appropriate supervisor.

ADOPTED: 12-15-95 AMENDED: 10-5-16, 10-23-17

Warehouse II

15. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform some mathematics; ability to make decisions with a moderate degree of difficulty; maintain emotional control under stress; ability to communicate effectively; ability to operate computer and district vehicles.

Physical Demands/Environmental Factors: Basic use of computer; moderate to heavy walking, standing, lifting boxes of 50 pounds or more and carrying; work around moving objects and moving vehicles; works with frequent interruptions and in different locations.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

_____

Employee Name (please print)

_____ _____

Signature Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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