

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Warehouse Delivery Worker Senior (W68)** Job Family: 12
 Department: Central Warehouse Lane Placement: 7
 Supervisor's Title: Director of Purchasing /Warehouse Distribution Coord. Contract: 242 Days
 FLSA Classification: Non-Exempt Hours per Day: 8
 Original date: 02/98 Revised: 07/12 Revised: 07/15 Revised: 9/22 Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Purchasing and Warehouse Distribution Coordinator, the **Warehouse Delivery Worker Senior** assists in directing the activities of the warehouse delivery workers and assists in determining work schedules of warehouse employees. Coordinates deliveries and pickups for schools and departments. Evaluates inventory levels, recommends inventory purchases, submits quote requests to vendors and places orders with vendors using purchase orders in the Skyward financial system. Provides training, supervision and input into performance evaluations of warehouse personnel as directed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in the coordination of receiving and delivery activities for the warehouse. Oversee the daily work of warehouse delivery workers. Provide feedback as needed. May assist with escalated issues or concerns from schools/departments. Coordinate pick-up and delivery schedules and other warehouse activities.
- Assist the warehouse lead in determining work schedules and priorities and make specific work assignments to warehouse delivery workers.
- Assist with and participate in record keeping, inventory security, delivery scheduling and inventory controls.
- Check paperwork to ensure products received match purchase orders and invoices.
- May create and submit purchase requisitions. Using Skyward, place orders with vendors, expedite delivery, and check accuracy of paperwork connected with orders.
- Make purchasing decisions within authority granted by the coordinator.
- Provide training, supervision and input into performance evaluations of warehouse personnel as directed.
- Complete all duties in the Warehouse Delivery Worker I/II job description as needed as a backup for all areas of the central warehouse.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Complete clerical duties as assigned.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires three years job related work experience with demonstrated competence.
- Requires a class B CDL with airbrake certification and OSHA forklift/pallet jack certification. May require HACCP certification for handling food.
- Requires strong leadership, interpersonal, planning, organization and scheduling skills. Supervisory experience preferred. Skyward experience preferred
- Requires ability to assess a variety of situations and make appropriate decisions.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Must be conscious of accuracy in all aspects of work.
- Ability to organize loading of trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of warehouse equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Requires ability to operate a large truck with hydraulic lift gate, pallet jack (electric or manual), forklift, stand-up isle fork lift or other warehouse equipment.

Physical Requirements – Not limited to the following:

- Frequent, continuous standing and walking.
- Frequent push/pull up to 100 pounds, gripping up to 80 pounds and floor to shoulder lifting up to 67 pounds. Occasional repetitive lifting up to 50 pounds, awkward lift up to 67 pounds, single handle bucket carry up to 50 pounds and floor to waist lifting while stooping up to 50 pounds.
- Occasional working in awkward positions, sitting, climbing, hearing, peripheral vision, depth perception (occasional)
- May be required to work in extreme heat/cold and be exposed to various chemicals.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*