

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE: Unknown  
 REVISION DATE: September 26, 2011  
 BAND & GRADE: A-1-3-3

POSITION TITLE: Warehouse Worker

IMMEDIATE SUPERVISOR: Safety Manager & Warehouse/Purchasing Supervisor

Job Summary (Basic Purpose of Position)

Ensure that products, materials, supplies and equipment are purchased in a timely and cost effective manner; and to receive, maintain, and distribute District warehouse inventory in accordance with District procedures, rules and regulations.

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 SUPERVISOR

\_\_\_\_\_  
 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>PURCHASING DUTIES</b>  1.01 Maintain vendor lists. 1.02 Determine best shipment method for goods and materials purchased. 1.03 Review requisitions for accuracy (appropriate vendor, code, price, content, etc.). 1.04 Maintain an efficient filing system for completed requisitions, requisitions on hold, requisitions pending action and other requests. 1.05 Process requisitions in a timely and efficient manner. 1.06 Contact vendors regarding errors. 1.07 Obtain quotes for goods and materials for warehouse inventory. 1.08 Obtain price quotes for goods or services as required or directed by supervisor.	A1 A1 A1 A1 A1 A1 A1 A1			Knowledge of:  1. Office procedures. 2. Warehouse procedures. 3. Vendor sources. 4. Machine operation theory. 5. School supply and equipment requirements. 6. District procedures and policies. 7. Quality of product. 8. District account codes. 9. Location of UPS and US mail buildings and pick up procedures. 10. UPS and US Mail shipping and packing requirements and procedures.	1.01 Vendor list was maintained accurately. 1.02 The most cost effective and timely method was used for shipment of goods and materials. 1.03 Requisitions were reviewed for accuracy. 1.04 An accessible filing system was maintained and other staff can check on a requisition or order and determine its status. 1.05 Requisitions were processed in a timely and efficient manner. 1.06 Contacted vendors regarding errors and maintained record of each contact. 1.07 Quotes obtained for warehouse

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<p><b>WAREHOUSE DUTIES</b></p> <p>2.01 Check and verify orders received, report irregularities to supervisor or in accordance with set procedure.</p> <p>2.02 Fill orders and maintain a stock rotation system such as "first in", "first out" to reduce losses from deterioration or infestation.</p> <p>2.03 Determine which items should be discontinued and/or disposed of based on use/non-use, obsolescence and limited shelf life.</p> <p>2.04 Maintain stock number system marking supplies, materials and equipment for ease of identification, handling and accounting.</p> <p>2.05 Operate and maintain forklift, two-wheel hand truck, pallet truck and other warehouse equipment following safety procedures.</p> <p>2.06 Assist in determining space and equipment requirements for proper storage of the various materials and supplies.</p> <p>2.07 Keep the warehouse area clean and neat.</p> <p>2.08 Assist in the delivery of supplies, equipment and other freight when necessary or as directed.</p> <p>2.09 Conduct periodic inventory counts and reconcile with perpetual inventory records noting storage and overages and cause the difference to be placed on computer records.</p> <p>2.010 Maintain required warehouse records and originate new records and reports.</p> <p>2.011 Operate warehouse computer when necessary.</p> <p>2.012 Prepare bin stock cards for each item for inventory controls and revise as needed.</p> <p>2.013 Set up minimum and maximum inventory controls and revise as needed.</p>	<p>A1</p>			<p>11. Location of District offices and various school locations and delivery areas.</p> <p>12. Required licensure.</p> <p>13. Requisition, purchase order, and log book procedures.</p> <p>14. Use of cleaning chemicals and neutralizers.</p> <p>15. Building facilities.</p> <p>16. Limited plumbing, electrical, mechanical, and heating theory.</p> <p>17. Various floor problems.</p> <p>18. Carpet stains and cleaning.</p> <p>19. Various equipment used.</p> <p>ABILITY to:</p> <p>1. Plan, communicate, and relate effectively with others.</p> <p>2. Manage time efficiently.</p> <p>3. Work with multiple vendors.</p> <p>4. Maintain schedules and records.</p> <p>5. Read, write, spell and communicate effectively.</p> <p>6. Communicate effectively in both written and oral expression.</p> <p>7. Detect damages to products.</p> <p>8. Work with minimum supervision.</p>	<p>inventory goods and materials.</p> <p>1.08 Price quotes obtained as needed and directed.</p> <p>2.01 Incoming orders were checked for accuracy and irregularities and discrepancies were reported to immediate supervisor.</p> <p>2.02 Stock rotation, where necessary was maintained and losses were kept to a minimum.</p> <p>2.03 Items were discontinued.</p> <p>2.04 All items had stock numbers assigned in accordance with established departmental guidelines.</p> <p>2.05 Warehouse equipment was operated in a safe and efficient manner. Preventative and corrective maintenance was performed on schedule.</p> <p>2.06 Adequate space was allocated and various types of supplies and equipment and is evident upon inspection by supervisor.</p> <p>2.07 The warehouse was kept neat and clean at all times.</p> <p>2.08 Assistance was given when requested for delivering warehouse materials.</p> <p>2.09 Periodic inventory counts were performed in accordance with predetermined schedule or as required by supervisor.</p> <p>2.010 Required records were maintained in a neat and timely manner.</p> <p>2.011 Warehouse computer was operated when necessary.</p>
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<p><b>CLEAN AND MAINTAIN DISTRICT WAREHOUSE AND RECEIVING AREA</b></p> <p>3.01 Sweep/mop hard surfaced floors.</p> <p>3.02 Empty garbage containers.</p> <p>3.03 Replace when necessary: light bulbs, paper towels, and toilet paper.</p> <p>3.04 Other duties performed as directed by immediate supervisor.</p>	<p>A1</p> <p>A1</p> <p>A1</p> <p>A1</p>			<p>9. Interact with sales representatives.</p> <p>10. Be accurate with figures.</p> <p>11. Lift objects weighing up to 50 pounds on a frequent basis.</p> <p>12. Maintain consistent and reliable attendance.</p> <p>Skill in:</p> <p>1. Calculator operation.</p> <p>2. Micro-computer operation.</p> <p>3. Forklift.</p>	<p>2.012 Stock bin cards are in place and "spot checking" of quantities on hand were verified frequently.</p> <p>2.013 Minimum and maximum inventory controls are set up on the bin cards and on computer. Controls were revised as needed.</p> <p>2.014 Accurate records were maintained to the satisfaction of the supervisor.</p> <p>3.01 All hard surfaced floors were swept or mopped on a regular basis.</p> <p>3.02 All garbage containers were emptied daily.</p> <p>3.03 All light bulbs and paper containers were maintained as needed.</p> <p>3.04 Mail run was handled, freight was delivered, purchase orders were readied and warehouse invoices prepared in the absence of other warehouse personnel. Other duties were performed as directed by immediate supervisor.</p>
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