WAREHOUSE TECHNICIAN

GENERAL RESPONSIBILITIES

Assist with the operation of a warehouse or storeroom; receiving, stocking, processing and distributing materials.

ESSENTIAL TASKS
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive, inspect and store all warehouse stock.
- Pull custodial supplies from shelves and prepare them for delivery to schools.
- Fill orders for supplies and equipment as approved.
- Issue supplies and equipment.
- Take periodic inventories.
- Maintain the warehouse in a neat and orderly fashion.
- Ensure that all paperwork is properly executed.
- Load delivery trucks for disbursement of goods.
- Clean and/or treat mops to render them ready for distribution.
- Perform minor repairs on furniture and/or equipment.
- Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of storeroom and inventory practices; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to maintain records; ability to operate forklift and common warehouse equipment; ability to establish and maintain effective working relationships with associates; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Graduation from high school.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Non-exempt  Description: Rev. 10/08