

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: CUSTODIAL/MAINTENANCE/SUPPLY
TITLE: WAREHOUSE WORKER III
CALENDAR: [WAREHOUSE WORKER III](#)
SALARY: [GRADE 13](#)

Effective July 1, 2006, a post-offer physical and drug screening test is required for this position

Job Goal:

Store, receive, document and distribute district materials, supplies and furniture

Minimum Qualifications:

- High School diploma or equivalent
- Ability to read and write English as it pertains to job functions
- Valid AZ Driver's License and three years citation free driving record
- Computer experience with standard software products
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Load and unload delivery trucks with forklift, pallet jack or by hand
- Process shipments, checking for accuracy and calling vendors on discrepancies
- Route items, maintain logs and receipts, and submit accurate information to appropriate department
- Coordinate the daily operations of central warehouse including annual inventory count
- Conduct and reconcile inventory
- Assist with stock purchases and supply needs
- Keep physical plant clean, safe and functional
- Assist with employment procedures including payroll
- Organize efficient work schedule for pick up and delivery of materials
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Report safety/security hazards and needs for major repairs in an expeditious manner
- Use safe driving practices
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job

- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Heavy Work

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- 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.