

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Warehouseperson I	
<i>Supervisor:</i> Shipping and Receiving Supervisor	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 or 12 months	<i>Grade:</i> 6

Job Summary

This position performs a variety of duties and tasks associated with the receipt, storage, issuance, and delivery of all material consigned to or shipped from the school district.

Essential Job Functions

Unloads delivery trailers and vehicles quickly, efficiently, and safely, using the correct material handling equipment and techniques.

Clears bill of lading, manifest, or other shipping documents ensuring the correct quantity and condition of supplies have been received. Using accurate, rapid mathematics computations and correct material inspection techniques, takes appropriate action in the event there are discrepancies between the supplies actually received and the shipping document.

Inspects supplies received against the appropriate purchase order and processes the receipt online, prepares receiving reports and school delivery reports, repacks shipment for delivery to the appropriate school, and maintains the required receipt and delivery files.

Stores stock items in the correct warehouse locations using location placards which will be affixed showing the item number and location of the stock item.

Selects stock items for issue in accordance with warehouse pick tickets, packing stock, and preparing shipment documentation in accordance with school district procedures.

Uses the Munis ERP system to research pick tickets, purchase orders, stock items QOH, locations, transaction histories, and inventory of Central Store items.

Ensures cleanliness and orderliness of storage area at all times so items can be pulled, rotated, and stored without mishap of mixing or pulling adjacent items.

Conducts warehouse physical inventories.

Will operate a variety of vehicles up to a 2 ton enclosed truck.

Drives a daily delivery route in accordance with a published itinerary, delivering and picking up freight, school district correspondence, school lunches, federal mail, and other supplies.

Responsible for the safe operation and driver maintenance of assigned vehicle.

Acts as a courier, picking up large sums of cash or checks and delivering it to the school district cashier.

Provides labor pool for the district. Moves extremely heavy equipment that could include racks of folding chairs and/or tables, pianos, sound shells, staging, furniture, and a variety of surplus equipment.

Maintains the School District Fixed Asset Accounting System. Identifies fixed assets when they are delivered to the school district, affixes property tags, inputs appropriate identification and location data in the computer database, generates issue documents, and maintains records of receipts.

Using the Munis Financial ERP System, researches receiving documents as required to determine status of incoming shipments at the request of the schools and departments at the Administration Center. Works with freight companies and vendors on the delivery of freight to the warehouse.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Delivery vehicles large and small, hydraulic lift gates, fork lifts (walk behind and Bobcat), hand trucks, pallet jacks (electric and manual), and a wide variety of tools and equipment (electric and cordless tools, hand tools, tablets, computers).

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Regular contact with other schools and departments when delivering/picking up freight and mail with occasional contact with teachers and administrators in the district. Regular contact with the public which includes vendors and freight company employees that deliver to the warehouse.

Responsibility for Cash, Equipment, Safety

Responsible for transporting significant sums of cash and checks between the schools, administrative offices and the school district cashier. Ensures trucks and equipment are properly maintained and operated in a safe manner. Observes safety and health regulations.

Supervision Received and Exercised

Occasionally assumes a lead position in a crew assigned task. Instructions will be received orally and in writing from the warehouseperson II and/or the shipping and receiving supervisor.

Unusual Working Conditions

Hazardous driving under arctic conditions. Required to move, load, and unload extremely heavy equipment which presents a significant hazard to the employee if improperly handled. Required to operate equipment inherently dangerous which could harm oneself or others.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift

items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. One (1) year of interpreting shipping documents, packing slips, invoices, picking slips, computer generated ordering and inventory documents and maintaining accurate records.
3. Must maintain an appropriate level of physical fitness to successfully meet the physical demands of this position.
4. Demonstrate skill in the safe operation and maintenance of the vehicles and equipment associated with warehouse tasks.
5. Possess interpersonal skills to work successfully as a team member with a wide variety of individuals.
6. Must demonstrate the ability to accurately perform high school level mathematics.
7. Current valid driver's license.

The following is preferred:

1. Knowledge of shipping and receiving procedures, storage operations, and inventory control.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.