

SENIOR WAREHOUSE WORKER
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Senior Warehouse Worker

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 17

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under ~~direction~~general supervision, leads, coordinates, and schedules daily warehouse activities; receives incoming orders; stores and issues warehouse stock, and makes deliveries ~~and performs related duties as required.~~

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. • Directs the work of Warehouse Workers, and substitute employees ~~and students.~~
2. • Receives, counts, inspects, and accounts for freight delivered on purchase orders.
3. • Determines and makes product substitutions.
4. • Operates a forklift and pallet jack.
5. • Prepares, completes, and forwards accurate ~~paper work~~paperwork to ~~Child Nutrition~~Food Services and Purchasing within time limits.
6. • Stores items received.
7. • Pulls orders and supplies to fill requisitions, matching stock numbers with items ordered.
8. • Rearranges stock on shelves, counts, and records items for physical inventories.
9. • Prepares items for delivery.
10. • Calls for repairs to equipment.
11. • Operates standard office equipment.
12. • Maintains warehouse logs and records.

- ~~13. •~~ _____ Drives a truck, van, or electric cart and makes deliveries and picks up orders; ~~may include, but is not limited to, supplies, mail, pay warrants, textbooks, packages and equipment.~~
- ~~14. •~~ _____ Prepares goods for shipment outside the District; loads ~~truck~~trucks for shipment, ~~and is responsible for completing all the;~~ completes necessary ~~paper work~~paperwork.
- ~~15. Files warehouse documents~~Assists in alphabetical and numerical file.
- ~~16. •~~ _____ Participates in preparing surplus ~~sales~~materials for a third party to pick-up.
- ~~17. •~~ _____ Prepares parcels for mailing or UPS pick up.
- ~~18. •~~ _____ Orders, files, and issues print forms.
- ~~19. Types necessary logs.~~
- ~~20. •~~ _____ Communicates with ~~District~~district personnel or vendors regarding purchase orders and food service.
- ~~21. •~~ _____ Delivers office and classroom furniture and performs minor, simple assembly.
- Rearranges and relocates on-site classroom furniture and equipment.
- ~~22. •~~ _____ Itemizes and balances UPS bills and forwards them to Accounting.
- ~~23. •~~ _____ May perform the duties of Delivery Driver.
- ~~24. •~~ _____ Maintains the warehouse in a clean and orderly condition.
- ~~25. •~~ _____ Locks and secures warehouse.
- ~~26. •~~ Rearranges and relocates on-site classroom furniture and equipment.
- MinimumPrints and assigns work orders to warehouse workers when needed.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of verifiable warehouse experience in the receiving, storing, packaging, and issuing of stock
- Six (6) months of experience of truck operation, including loading and unloading equipment and furniture for deliveries and maintaining accurate support records

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the district's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of a current Forklift Operator's Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern warehousing procedures related to the receipt, storage, and issuance of goods, equipment, and supplies in a school system; ~~basic inventory procedures and forms; basic math; warehouse and mail delivery and pick up procedures; vehicle operation and routine maintenance; proper methods of transporting, loading, unloading wrapping, and shipping packages, supplies and equipment.~~
- Basic inventory procedures and forms
- Basic math
- Warehouse and mail delivery and pick up procedures
- Vehicle operation and routine maintenance of equipment
- Proper methods of transporting, loading, unloading, wrapping, and shipping packages, supplies, and equipment
- Organization or department operations, services, and policies
- General office procedures and protocols
- Computer usage, include related software
- English usage, grammar, punctuation, and spelling
- Operation of related equipment (e.g., mail inserter, metering machine, operating systems, smart and bulk mailer)

Ability to:

- ~~Be insured at the regular District insurance rate; maintain~~ Maintain an effective, secure, and safe warehouse ~~procedures; perform~~

- Perform simple clerical and arithmetic work accurately;~~operate~~
- Operate a forklift and a pallet jack;~~drive~~
- Drive a truck, observing safe driving practices;~~understand~~
- Understand and carry out oral and written directions;~~work~~
- Work cooperatively with those contacted in the course of work;~~safely~~
- Safely load, unload, and handle bottled gases and chemicals;~~maintain an orderly and secure warehouse; guide~~
- Guide, organize, and schedule the work of others.

Experience:

~~Two years of responsible warehouse experience in the receiving, storing, packaging and issuing of stock. Six months of experience of truck operation including loading and unloading of equipment and furniture for deliveries; including the maintenance of accurate support records.~~

Education:

~~Completion of the 12th grade or equivalent.~~

- Lead and direct warehouse workers
- Coordinate and schedule deliveries and work orders
- Communicate effectively orally and in writing
- Multi-task and adjust to changing priorities
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here

Licenses Required:

- ~~• Possession of a valid and appropriate California Driver's License.~~
- ~~• Possession of a current Forklift Operator's Certificate.~~

~~Incorporated within one or more of the previously mentioned performance responsibilities, which are representative of those an employee encounters while performing the essential functions of this job description, are the following essential . Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- Warehouse environment, both indoors and outdoors, subject to weather conditions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical requirements/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.

- ~~Ability to bend, twist, stoop, reach and kneel.~~
- ~~Ability to endure prolonged exposure to freezers.~~
- ~~Ability to work outside and endure exposure to weather elements.~~
- ~~Ability to push~~Considerable walking and standing, with occasional sitting
- Bending, twisting, stooping, reaching, gripping, and kneeling
- Dexterity of hands and ~~pull~~fingers to handle objects
- Pushing and pulling objects in excess of 300 pounds, with mechanical assistance
- ~~Ability to lift~~Lifting and ~~carry~~carrying objects weighing up to 100 pounds.
- ~~Ability to tolerate contact with bottled gases and chemicals.~~
- ~~Ability to endure considerable walking and standing.~~
- ~~Ability~~Talking and hearing to communicate ~~so others will be able to clearly understand a normal conversation.~~
- ~~Ability to understand speech at normal levels.~~Seeing to perform work duties

Hazards:

- Noise
- Extreme temperatures
- Vibration
- Moisture and/or humidity
- Dust
- Fumes/gases
- Poor ventilation
- Electrical and mechanical hazards
- Sharp objects and tools

Original Board Approval: 02/15/1991

Revised: 12/12/2007; 09/18/2013; 12/18/2025

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~~WAREHOUSE WORKER~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Warehouse Worker

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 15

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, receives incoming orders, stores and issues warehouse stock, and makes deliveries ~~and performs related duties as required.~~

Examples of Duties:

1.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- 1. Receives, counts, inspects, and accounts for freight delivered on purchase order.
- 2. Operates a ~~fork lift~~forklift and a pallet jack.
- 3. Stores items received.
- 4. Pulls orders and supplies to fill requisitions, matching stock numbers with items ordered.
- 5. Rearranges stock on shelves, counts, and records items for physical inventories.
- 6. Packs items for delivery.
- 7. Drives a truck, van, or electric cart and makes deliveries and picks up orders; ~~may include, but is not limited to, supplies, mail, pay warrants, textbooks, packages and equipment.~~
- 8. Maintains and files warehouse logs and records; files warehouse documents.
- 9. Prepares and loads goods for shipment outside the District.
- ~~10. Files warehouse documents in alphabetical and numerical file.~~

- ~~11.~~ Maintains the warehouse in a clean and orderly condition.
- ~~12.~~ Participates in surplus sales.
- ~~13. Operates a copy machine.~~
- ~~14.~~ Delivers office and classroom furniture and performs minor, simple assembly.
- ~~15.~~ Orders, files, and issues print forms.
- ~~16.~~ Communicates with ~~District~~district personnel regarding purchase orders and food service.
- ~~17.~~ May perform the duties of Food Service Driver.
- ~~18.~~ Rearranges and relocates on-site classroom furniture and equipment.
- ~~Minimum~~ Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school diploma or equivalency

Experience:

- Six (6) months of experience in the receiving, storing, packaging, and issuing of stock
- Six (6) months of experience of truck operation, including loading and unloading equipment and furniture for deliveries

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the district's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of a current Forklift Operator's Certificate
- High school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~_____~~ Modern warehousing procedures relating to the receipt, storage, and issuance of goods, equipment, and supplies used in a school system; ~~basic~~
- Basic inventory procedures and forms; ~~basic~~
- Basic math; ~~warehouse~~
- Warehouse and mail delivery ~~and~~, pick ~~up~~ procedures; ~~vehicle and protocols~~
- Vehicle operation and routine maintenance; ~~proper~~
- Proper methods of transporting, loading, unloading, wrapping, and shipping packages, supplies, and equipment;
- Maintenance of equipment and hand tools
- General office procedures and protocols
- Computer usage, including related software
- English usage, grammar, punctuation, and spelling

Ability to:

- ~~_____~~ Be insured at the regular District insurance rate; ~~maintain~~ Communicate effectively orally and in writing
- Maintain an effective and safe warehouse ~~procedures; perform~~
- Perform simple clerical and arithmetic work; ~~operate~~
- Operate a ~~fork-lift~~ forklift and a pallet jack; ~~drive~~
- Drive a truck, observing safe driving practices; ~~understand~~
- Understand and carry out oral and written directions; ~~work~~
- Work cooperatively with those contacted in the course of work; ~~safely~~
- Safely load, unload, and handle ~~bottled gases and chemicals;~~ deliveries

Experience:

- ~~Six months of experience in the receiving, storing, packaging, and issuing of stock.~~
- ~~Six months of experience of truck operation including loading and unloading equipment and furniture for deliveries.~~

Education:

- ~~High School Diploma/equivalent or higher.~~

License Required:

- ~~Possession of a valid and appropriate California Driver's License.~~
- Multi-task and adjust to changing priorities
- Works successfully in a diverse environment

WORKING CONDITIONS:

Environment:

- ~~• The work environment characteristics here Possession of a current Forklift Operator's Certificate.~~

~~Incorporated within one or more of the previously mentioned performance responsibilities, which are representative of those an employee encounters while performing the essential functions of this job description, are the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical requirements: functions.~~

- ~~• Ability to bend, twist, stoop, reach and kneel.~~
 - ~~• Ability to endure prolonged exposure to freezers.~~
 - ~~• Ability to work outside and endure exposure Warehouse environment, both indoors and outdoors, subject to weather elements. conditions.~~
- ~~Ability~~

NOTE: ~~The noise in these environments is from quiet to push loud depending upon the activity in the particular part of the day.~~

Physical Demands:

~~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.~~

- ~~• Considerable walking and pull standing, with occasional sitting~~
 - ~~• Bending, twisting, stooping, reaching, gripping, and kneeling~~
 - ~~• Dexterity of hands and fingers to handle objects~~
 - ~~• Pushing and pulling objects in excess of 300 pounds, with mechanical assistance~~
 - ~~• Ability to lift Lifting and carry carrying objects weighing up to 100 pounds.~~
 - ~~• Ability to tolerate contact with bottled gases and chemicals.~~
 - ~~• Ability to endure considerable walking and standing.~~
 - ~~• Ability Talking and hearing to communicate so others will be able~~
 - ~~• Seeing to clearly understand a normal conversation. perform work duties~~
- ~~Ability to understand speech at normal levels.~~

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Hazards:

- Noise
- Extreme temperatures
- Vibration
- Moisture and/or humidity
- Dust
- Fumes/gases
- Poor ventilation
- Electrical and mechanical hazards
- Sharp objects and tools

Original Board Approval: 02/22/1991

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FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Inventory Control Worker

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): Warehouse Supervisor

SALARY SCHEDULE/RANGE: Classified, Range 14

WORK YEAR: 12 Months 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under general supervision of the Warehouse Supervisor, responsible for organizing, recording, and maintaining physical assets in the District's district's asset management software system. Responsible for identifying; identifies and tags various types of tangible assets, including asset tagging, barcode technology, and electronic devices. Enter; enters descriptive asset information into the asset management software system and perform a reconciliation of thereconciles data. Work; works with all school and administrative sites regarding equipment and furniture inventory related issues.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. Count, track, classify Counts, tracks, classifies assets, and affix affixes labels to equipment and furniture items identified as assets, and re-pack repacks boxes for delivery.
2. Update Updates and maintain maintains inventory in the fixed asset system on a daily basis.
3. Update Updates the asset management system for type, quantity, location, and value of assets, making appropriate database changes pursuant to classification criteria and departmental procedures.
4. Identify, reconcile Identifies, reconciles, and correct corrects discrepancies in the coding of assets.
5. Identify Identifies assets previously not recorded and tag tags non-barcoded assets.

6. ~~Track~~Tracks and ~~record~~records the transfer of assets between organizational departments and school sites.
7. ~~Generate~~Generates a wide variety of fixed asset inventory reports for District use.
8. ~~Track~~Tracks inventory, ~~transfer~~transfers, and ~~store~~stores fixed asset equipment.
9. ~~Prepare~~Prepares annual inventory reports for all schools and departments.
10. ~~Maintain~~Maintains various filing systems, ~~post~~posts data to records, ~~check~~ and ~~verify~~checks and verifies data.
11. ~~Schedule~~Schedules visits to all schools and departments to conduct a physical inventory of fixed assets.
12. ~~Periodically~~ ~~conduct~~conducts individual follow-up verification of certain assets.
13. ~~Communicate~~Communicates with all site administrators regarding their equipment and furniture transfers, vandalism and theft reports, and the maintenance of these records.
14. ~~Assist~~Assists with the verification of surplus assets approved for disposal.
15. ~~Act~~Acts as a liaison between Warehouse, Purchasing, Fiscal, and Accounts Payable on shipping discrepancies to clear receivables, to include contacting vendors and shippers on a daily basis.
16. ~~Report~~Reports deviations, ~~check~~checks and ~~verify~~verifies shipping data, and ~~solves~~solves problems.
17. ~~Attend~~Attends a variety of meetings, workshops, and conferences as required.
18. ~~Perform~~Performs other related duties ~~consistent with~~ as assigned to ensure the scope ~~efficient~~ and ~~intend~~effective functioning of the ~~position~~work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of clerical or data entry experience

- Six (6) months warehouse, shipping, receiving or inventory control experience which can be included in the two (2) years of clerical or data entry experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic math and record
- English usage, grammar, punctuation, and spelling
- Record-keeping procedures
- Computerized inventory control systems, automated barcode scanning systems, and similar inventory data recording technology
- Asset management and governmental accounting standards
- Data entry and records-keeping
- Modern warehousing procedures related to the receipt, storage, and issuance of goods, equipment, and supplies used
- Operation of a computer and assigned software

Ability to:

- Understand detail-oriented assignments and carry out verbal and written directions
- Develop processes that will improve the overall operation of the position
- Make accurate routine arithmetical calculations
- Prepare and maintain accurate and complete records and meet established deadlines
- ~~Observe~~Operate a district vehicle, observing safe driving practices and ~~adhere~~adhering to all traffic laws
- ~~Operate a District vehicle~~
 - Read and interpret policies
 - Produce or enter data and information at an acceptable rate and accuracy ~~that successfully meets task deadlines~~
 - Communicate effectively, both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others

- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, and monitor work for quality
- Work successfully in a diverse environment

WORKING CONDITIONS:

- ~~Environment: Utilize interpersonal skills using tact, patience and courtesy~~
- ~~Maintain regular and punctual attendance~~
- ~~Maintain acceptable grooming and hygiene~~
- ~~Maintain state minimum liability insurance coverage~~

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Warehouse environment, as well as Indoor and outdoor environment subject to weather conditions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

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.

- Sitting, walking, and standing for prolonged periods
- Repetitive hand motion
- ~~Sitting, walking, Dexterity of hands~~ and standing for prolonged periods
 - ~~Digital dexterity/fingers~~ to operate office equipment
- ~~Ability to work at a desk and in meetings of various configurations~~
 - ~~Ability/Seeing~~ to read printed matter and computer screens and perform job duties
 - ~~Ability/Talking and hearing~~ to communicate ~~so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, climb, and reach~~

- ~~• Ability to lift, push, pull~~Bending, twisting, stooping, climbing, gripping, and reaching
- ~~• Lifting, pushing, pulling and carry~~carrying up to 50 pounds
 - ~~• Ability to move; moving~~ up to 75 pounds with assistance

Work Environment:

- ~~• Warehouse~~
- ~~• Outdoor environment~~

~~MINIMUM QUALIFICATIONS~~

Experience:

- ~~• Two (2) years of clerical or data entry experience~~
- ~~• Six (6) months warehouse, shipping, receiving or inventory control experience which can be included in the two (2) years of clerical or data entry experience~~

Hazards:

- Noise
- Moisture and humidity
- Dust

Original Board ApprovalEducation:

- ~~• Completion of high school or equivalent~~

~~NECESSARY MATERIALS~~

License:

- ~~• Possession of a valid and appropriate California Driver's License~~

Materials:

- ~~• Verified copy of high school diploma or equivalent~~

Approved: 12/10/2009

Revised: + 01/14/2010; 4/604/06/2022; 12/18/2025