

**Escondido Union High School District
Job Description**

Job Title: Warehouse Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Fiscal and Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 8/30/2011

NATURE OF WORK

Performs daily delivery and processing of intra district and U.S. Mail, and assists in District Warehouse by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PERFORMS DELIVERY DUTIES FOR THE DISTRICT AS FOLLOWS:

Picks up U.S.mail from Post Office and sorts site specific for delivery.

Follows a daily route to pick up and deliver intra-district and U.S. mail and packages for each site within the district within a prescribed timeline.

Processes all outgoing U.S. mail and takes it to the Post Office, assuring appropriate sorting and postage.

Delivers weekly packets from Superintendent to members of the Board of Education.

Assists Warehouse Technician with receiving, unloading and sorting deliveries.

Performs other duties as assigned

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 and/or EXPERIENCE

High school diploma or general education degree (GED); some commercial housekeeping experience desirable.

KNOWLEDGE OF:

Postal and shipping regulations; local destinations and routes; basic methods, practices and terminology used in warehouse operations; basic math skills; proper methods of lifting; methods and practices used in receiving, storing, disbursing and delivering supplies and equipment; basic inventory methods and practices.

ABILITY TO:

Read and understand sufficient English language to identify and adhere to safety warnings; read and sort mail; add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform these operations using units of weight measurement and volume; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations; safely operate a van for deliveries; ability to operate fork lift for moving supplies in warehouse; ability to operate postage meter; enter and research information in computerized software programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License and good driving record.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must demonstrate safe driving habits and recognize the importance of accurate and timely distribution of mail, packages and Board packets. Must exhibit a professional appearance, and demonstrate an ability to perform responsibly without direct supervision.