Purpose Statement
The job of Distribution Center Worker is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for pulling and loading orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to Director of Purchasing & Distribution Services

Essential Functions
- Delivers a variety of items (e.g. envelopes/mail, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Loads and unloads deliveries for the purpose of receiving stock and/or filling orders for transport.
- Loads delivery vehicles for the purpose of ensuring that all items and supplies are properly secured.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains a clean and organized warehouse for the purpose of ensuring a safe and sanitary work area.
- Maintains manual and electronic files and records (e.g. loss, expenditures, history of utilization, schedules, calendars, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Maintains a physical inventory for the purpose of verifying stock and identifying losses.
- Prepares letters, packages, etc. for the purpose of ensuring items are packaged properly in accordance with shipping regulations.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements of district staff.
- Receives/and inspects stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

Other Functions
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.
Education: High school diploma or equivalent.
Equivalency: .

Required Testing
Drug Screen
Essential Function Test
Physical Exam

Continuing Educ. / Training
Maintains Certificates and/or Licenses

Certificates and Licenses
CDL Class B with Airbrake Endorsement (required within 90 days)
Forklift Certification (required within 90 days)

Clearances
Criminal Justice Fingerprint/Background Clearance
Must be at least 18 years old

FLSA Status Approval Date Salary Grade
Non Exempt 11/2/2021 See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.