

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: ASSISTANT STOREKEEPER**

**BASIC FUNCTION:**

Under the direction of an administrator, assists in the operation of the warehouse by receiving, inspecting, storing, preparing, and delivering merchandise and equipment.

**ESSENTIAL DUTIES:**

- Receive, count, inspect, and account for freight.
- Operate a forklift and pallet jack.
- Prepare, complete, and forwards accurate documentation.
- Store inventory
- Prepare lists and fill requisitions.
- Rearrange stock and conducts inventories.
- Prepares inventory for delivery, load trucks. Operate standard office equipment.
- Maintains warehouse logs and records.
- Drives trucks, makes deliveries, and picks up orders.
- Files warehouse documents in alpha and numeric format.
- Prepare equipment for fixed asset identification.

**OTHER DUTIES:**

Other related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Modern warehousing procedures including receiving, inspecting, handling, storage and delivering materials.

Mathematic concepts.

Physical inventory procedures.

Maintain effective and safe warehouse procedures.

School equipment and supplies

Perform clerical and mathematical work accurately.

Operate a forklift, pallet jack, and truck in a safe manner.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships

Maintain accurate records of warehouse transactions.

Issue, receive and inspect supplies and equipment.

Wrap and pack articles for shipping and storage.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) years of experience in a warehouse receiving, storing, packaging, and issuing stock.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's license. TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hear and speak to exchange information.

See to read a variety of materials.

Sit, stand or walk for extended periods of time.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel and crouch.

Climb ladders to access supplies.

Regular exposure to fumes, dust and odors.

Working at heights.