

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: Warehouse/Delivery Person

REPORTS TO: Purchasing Manager

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Valid Washington State driver's license.
3. Demonstrated ability to lift and carry sixty (60) pounds of weight.
4. Demonstrated ability to work and communicate with people in an appropriate manner.
5. One (1) year warehouse experience.
6. One (1) year delivery experience or equivalent.
7. Knowledge of warehouse terminology and stock control.
8. Demonstrated computers experience preferred.
9. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

TYPICAL DUTIES:

1. Load and unload equipment, supplies, and food items.
2. Receive freight (equipment and supplies).
3. Reconcile stock received with purchase orders, packing slips, etc.
4. Maintain accurate accounting of supplies and equipment in warehouse.
5. Repack damaged goods for return shipment as directed.
6. Issue supplies, materials, and equipment to buildings as directed.
7. Assist in maintaining computerized inventory records and taking inventories.
8. Assist in preparing inter-district mail, audio visual materials, and stock orders for delivery as directed.
9. Maintain the warehouse in a clean and orderly manner.
10. Drive a delivery vehicle to deliver and pick up materials among Bellingham School District facilities.

TYPICAL DUTIES: (Continued)

11. Care for and maintain the vehicle(s) used.
12. Assist in shipping and receiving of other warehouse stock as directed by the warehouse/receiving lead person.
13. Assist food services department in coordinating large volume orders to accommodate space restrictions..
14. Alert food services manager of “stock-outs” and “low stock” items..
15. Perform such other tasks and assume such other responsibilities as the supervisor may assign.