

TEMPORARY WAREHOUSER I

Position Details

Class Code: 3001

Job Family: Service-Operations Workers

Classification: Support Professional

Terms of Employment: Pay Grade 45-A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, serves as a temporary warehouse I to receives, ships, stores, and processes materials in and out of a warehouse.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates a forklift, hand truck, pallet jack, and electric cart, to load/unload delivery vehicles, store stock, and maintain storage areas.
 2. Loads/unloads material and/or food to be delivered or received.
 3. Inspects records and delivery and shipping documents for accuracy.
 4. Assists in conducting inventories.
 5. Performs preventive maintenance on warehouse equipment.
 6. Sorts, stores, and separates equipment to be sold at auctions.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves serving as a temporary warehouse I with entry-level duties in a warehouse and, if assigned to the food service department, may work in walk-in freezers for an extended period of time.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to write legibly.
 2. Ability to learn and apply established procedures.
 3. Ability to work rapidly with numbers, codes, and symbols.
 4. Ability to perform strenuous physical work.
 5. Ability to work cooperatively with co-workers, supervisors, other Clark County School District personnel, students, and the public.
 6. Ability to recognize and report hazards and apply safe work methods.
 7. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).

* This is a temporary position.

* There are no employee benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or a maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain. Forklift qualification card from the Clark County School District. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

None Specified

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
 2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District
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Document(s) Required at Time of Application

1. High school graduation or other equivalent, (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 4. District-issued forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District –warehouse locations.

Work Environment

Strength

Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly. Involves significant stand/walk/push/pull/carry.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting, walk-in freezers, to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Forklifts, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/24/20
- Created: 11/26/13