



REVISED: 05/10/2025
Submitted: 04/29/2025

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| JOB TITLE: | WORKER II WAREHOUSE |
| DIVISION | AS ASSIGNED |
| SALARY SCHEDULE/GRADE: | IB, GRADE 6 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8844 |
| BARGAINING UNIT: | CLAE |

| SCOPE OF RESPONSIBILITIES |
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| Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| Assumes responsibility for receipt, storage and delivery of all warehoused items |
| Inspects shipments and verifies accurate deliveries and shipments |
| Works with central receiver to coordinate scheduled deliveries when appropriate |
| Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary for the respective division or department |
| Assists in loading and unloading deliveries and shipments |
| Operates CRT terminal to process receipts and withdrawals or operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required |
| Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate |
| Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner |
| Pulls, stamps, packs, and prepares items for shipment |
| Operates a variety of warehouse vehicles and equipment |
| Assists in inventory procedures including the actual total count of stock items and spot check as needed |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned by the designated deadline |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires reporting to the assigned JCPS worksite for collaboration, customer service, and team interaction |

| PHYSICAL DEMANDS |
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| This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. |
| This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek). |

| MINIMUM QUALIFICATIONS |
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| High School Diploma or G.E.D. |
| Valid driver's license |
| Knowledge of CRT operation and computerized inventory system or experience with computer, transcription, word processing, file management functions |
| Three (3) years of warehouse or materials handling experience or equivalent |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Knowledge of BIGS procedures and coding systems |
| Commercial driver's license |
| Experience in a diverse workplace |