

**Job Title:** Warehouse/Delivery Worker**Exemption Status/Test:** Nonexempt**Reports to:** Warehouse Manager**Date Revised:****Dept./School:** Warehouse

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**Primary Purpose:**

Assist in receiving, storing, issuing and delivering of equipment, tools, and supplies.

**Qualifications:****Education/Certification:**

Clear and valid Texas driver's license

**Special Knowledge/Skills:**

Ability to perform multiple tasks simultaneously  
Ability to understand and follow detailed written or verbal instructions  
Ability to perform basic math  
Ability to communicate effectively with others

**Experience:**

None

**Major Responsibilities and Duties:****Receiving and Distribution**

1. Load and unload delivery trucks as needed.
2. Fill requisitions from stock items. Verify accuracy of orders pulled.
3. Pickup and deliver materials as needed.
4. Pickup and distribute district wide mail.

**Inventory**

5. Sort and store items according to established inventory systems and procedures.

**Safety**

6. Follow established safety procedures and techniques to perform job duties including lifting and carrying. Operate tools, equipment, and vehicles according to prescribed safety procedures.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

**Other**

8. Inspect vehicles and equipment following established inspection procedures to identify needed repairs.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent walking, climbing ladders; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_