

STOCK WORKER
STOCK WORKER (RESTRICTED)

DEFINITION

Performs manual and clerical duties in the receiving, shipping, storing, and processing of materials.

TYPICAL DUTIES

Fills orders from stored merchandise in accordance with specifications on invoices or other instructions.

Operates equipment such as electric pallet transporters, hand trucks, forklifts, and power or manual pallet jacks, to fill orders, load and unload trucks and trailers, store stocks, and move stock or freight to District storage areas.

Makes notations of items filled or omitted.

Ensures completeness and correctness of orders to be shipped by examining quantities, quality, and labeling and comparing them with the invoices.

Prepares filled orders for shipment by placing them in shipping containers, vehicles, or otherwise packaging them to insure safe shipment.

Closes and/or seals packages and containers and provides necessary information on contents.

Uses electronic data devices to label and track outgoing items.

Uses packing materials to prevent breakage or damage.

Ensures all freight is secured and may gather freight and related information.

Loads and unloads vehicles.

Performs preventative maintenance on material handling equipment.

Receives and inspects incoming shipments for quantity and quality.

Keeps storage facilities and equipment in a clean and orderly condition.

Takes periodic inventory and may requisition additional stock or report short supplies to supervisor.

Sorts, stores, and separates items to be sold at auction.

May expedite orders to the shipping area.

May assist supervisors by checking the security of doors, gates, trucks, and other warehouse and truck yard areas.

May operate cutting devices or use common hand tools to obtain specified quantities to be shipped.

May assist with orienting new employees and may record daily work activities performed by logging time for each activity.

May answer telephones, take messages, and convey appropriate information.

May assist with relocation services.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Worker performs general entry-level duties of placing stock in storage, readying orders for shipment and loading trucks. A Stock Worker (Restricted) is assigned in accordance with the provisions of Education Code Section 45259.

A Stock Clerk performs manual and some clerical duties with regard to one or more supply operations and may exercise work direction over Stock Workers and clerical personnel.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

SUPERVISION

Immediate supervision is received from a Logistics Supervisor, Assistant Logistics Supervisor, Head Stock Clerk or other supervisory personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Material-handling methods and equipment
- Operation of various office machines
- Electronic data capturing and printing devices
- Supplies and materials commonly used in a large school system
- Computer applications such as word processing, database, and email

Ability to:

- Learn and apply established procedures
- Write legibly
- Work rapidly with numbers, codes, and symbols
- Accurately perform routine manual operations associated with a stores warehouse operation
- Exercise proper judgment in loading elevators, pallets, and other material handling equipment
- Keep records pertaining to issuance of material, supplies, and equipment
- Work cooperatively with co-workers, supervisors, and other District personnel
- Operate material-handling equipment
- Follow safe practices in manual and machine-assisted operations
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Manual dexterity to operate material-handling equipment
- Stand and walk on concrete floors for extended periods
- Ability to safely pull, push, lift, and carry items weighing up to 100 pounds
- Ability to frequently bend, kneel, twist, and climb stairs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in receiving, storing, or issuing equipment or supplies, or completion of an adult school class in general warehousing or a formal warehousing training program. Experience operating material handling equipment such as forklifts, electric carts, hand trucks, or pallet jacks is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10-21-2021
JPK