

Job Summary:

Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard by performing the following duties.

Essential Functions:

- Drives company vehicle or own vehicle to deliver and pick up supplies including but not limited to furniture, tools, custodial supplies, maintenance supplies, educational supplies, and food; loads and unloads vehicles.
- Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices.
- Examines stock to verify conformance to specifications.
- Stores articles in bins, on floor, or on shelves, according to identifying information such as style, size, or type of material.
- Fills orders or issues supplies from stock.
- Prepares periodic, special, or perpetual inventory of stock.
- Prepares orders to maintain stock levels.
- Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments.
- Marks identifying codes, figures, or letters on articles.
- Determines methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space.
- Maintains inventory and other stock records.
- Keeps delivery vehicles clean, inside and outside.
- Coordinates delivery schedule.

Abilities:

- **Abilities to:**
 - Read and comprehend simple instructions, short correspondence and memos.
 - Write simple correspondence.
 - Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the Program.
 - Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Compute rate, ratio, and percent and to draw and interpret bar graphs.
 - Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Deal with problems involving several concrete variables in standardized situations.

Work Environment/Physical Abilities: Regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions. The noise level in the work environment is usually moderate.

Education and Experience Required:

- High School Diploma or General Education Degree (GED).

Certificates, Licenses and Clearances Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.