



Title:	Warehouse Clerk/School Nutrition Department (Part-Time)
Reports to:	Executive Director for School Nutrition
Terms of employment:	12 Months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

The Part-Time Warehouse Clerk is responsible for performing a variety of warehouse duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse. The Warehouse Clerk may also be responsible for operating and maintaining warehouse equipment, keeping records of inventory and stock, and ensuring a clean and safe working environment. This position will work up to 29 ½ hours per week. This position will not be eligible for benefits.

Qualifications and Licensure

- High School Diploma or equivalent
- Previous experience in a warehouse environment
- Ability to operate warehouse equipment including forklifts, pallet jacks, and hand trucks

Duties and Responsibilities

- Receives and processes warehouse stock products.
- Prepares and completes orders for delivery or pickup according to schedule.
- Performs inventory controls and keeps quality standards high for audits.
- Maintains a clean and safe working environment.
- Keep track of inventory and report any discrepancies.
- Communicates and cooperates with supervisors and coworkers.
- Follow quality service standards and comply with procedures, rules and regulations.
- Assists in loading and unloading of trucks
- Performs other duties as assigned by the supervisor.

Physical Requirements (if applicable)

- Requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 25 pounds of force.
- Frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by using the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

- Requires visual inspection involving small defects and/or small parts.
- Requires use of measuring devices.
- Requires working near moving mechanical parts.

Special Requirements (if applicable)

- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong work ethic and ability to work independently or as part of a team.
- Excellent communication and interpersonal skills.
- Basic computer skills including knowledge of Microsoft Office and inventory management software.
- Ability to work in a fast-paced environment and adapt to changing priorities.
- Knowledge of safety procedures and protocols in a warehouse setting.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.