

# Warehouser I

## Position Details

Class Code: 3000

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, receives, ships, stores, and processes materials in and out of a warehouse.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage areas.
  2. Loads/unloads materials and food to be delivered or received.
  3. Inspects records and delivery/shipping documents for accuracy.
  4. Assists in conducting inventories.
  5. Performs preventive maintenance on warehouse equipment.
  6. Sorts, stores, and separates equipment to be sold at auctions.
  7. Conforms to safety standards, as prescribed.
  8. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves entry-level duties in a warehouse and, if assigned to the Food Service Department, works in walk-in freezers for extended periods of time.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to write legibly.
2. Ability to learn and apply established procedures.
3. Ability to work rapidly with numbers, codes, and symbols.
4. Ability to perform strenuous physical work.
5. Ability to work cooperatively with co-workers, supervisors, other Clark County School District personnel, students, and the public.
6. Ability to communicate clearly, both verbally and in writing.
7. Ability to recognize and report hazards and apply safe work methods.
8. Possess physical and mental stamina commensurate with the responsibilities of the position.

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## Position Requirements

### Education, Training, and Experience

None specified.

**NOTE:** Individuals may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or General Education Development (GED) and upload the document into their online application.

### Licenses and Certifications

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Forklift qualification card from the District. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

## **Preferred Qualifications**

High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.)

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
  2. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  3. District-issued forklift qualification card, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District warehouse locations.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting, walk-in freezers, to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, forklifts, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 06/22/23
- Created: 07/31/91