

Senior Warehouser

Position Details

Class Code: 3020

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, is responsible for an assigned section/shift of warehouse activities.

Essential Duties and Responsibilities

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

1. Plans and supervises the work of a section/shift of employees.
2. Instructs and supervises employee training.
3. Supervises inventory, warehouse security, and housekeeping activities of assigned section.
4. Coordinates movement and documentation of materials.
5. Issues, receives, and documents materials promptly and accurately.
6. Compiles statistical data and reports for Warehouse Supervisor.
7. Assists with warehouse surplus sales.
8. Assists in receiving, storing, issuing, and loading/unloading materials/food, when necessary.
9. Operates forklifts, hand trucks, pallet jacks, and electric carts to load/unload delivery vehicles, store stock, and maintain storage areas.
10. Performs preventive maintenance on warehouse equipment.
11. May coordinate and schedule delivery of food to schools.
12. May be responsible for ordering food items from vendors.

13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises the activities and employees of a warehouse section. If assigned to the Food Service department, works in walk-in freezers for extended periods of time.

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 read and understand instructions, documents, and reports.
 5. Ability to train, evaluate, and supervise employees.
 6. Ability to plan, prioritize, and organize work.
 7. Ability to coordinate work activities with others.
 8. Ability to perform strenuous physical work.
 9. Ability to operate material-handling equipment.
 10. Ability to work cooperatively with co-workers, supervisors, other Clark County School District (CCSD) personnel, students, and the public.
 11. Ability to lift at least 70 pounds.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. One (1) year of warehousing experience.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.

2. District-issued forklift qualification card. If qualification card is not in possession at time of application or Qualified Selection Pool (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

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (GED, foreign equivalency, etc.)
 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

Clark County School District - warehouse locations.

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 climate-controlled office settings, 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).

Examples of Equipment/Supplies Used to Perform Tasks

Forklifts, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

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: 10/20/23
- Created: 07/31/91