

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Warehouse Processor	Wage/Hour Status:	Non-Exempt
Reports To:	Manager Facility Warehouse	Pay Range:	45B
Dept./School:	Facility Services Warehouse	Date Revised:	9/30/2022

Primary Purpose:

Process all aspects of Facility Services warehouse to include receiving, stocking and distribution of product under approved guidelines.

Qualifications:

Education/Certification:

High School Diploma or equivalent (required)

Valid Texas driver's license

Driving record that is insurable with PISD insurance carrier

Special Knowledge/Skills:

Ability to communicate well and interact with all people in a courteous and positive manner

Ability to drive heavy equipment

Customer service focus

Understanding of warehouse operations

Basic computer knowledge including Microsoft Office

Major Responsibilities and Duties:

Commit to quality, focusing on customer needs

Load and unload vehicles

Process paperwork

Backup to office counter

Warehouse maintenance

Maintain current knowledge of warehouse equipment and all areas of warehouse operations

Report injuries or accidents to supervisor

Job Title: Warehouse Processor

Act with integrity, have a positive attitude, and use time wisely

Provide responsibility and accountability for district funds and district safety

Occasionally relocate as needed to other areas of the warehouse

Release and receive tools and equipment

Follow refrigerant issuing procedure

Formulate quotes and invoice customers

Maintain accurate record of work performed

Manufacture indoor school signs.

Follow safety rules and procedures at all times to ensure a safe environment

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other duties and functions that may be assigned by the administration and/or supervisor

Equipment Used:

Computer, district vehicle, forklift, pallet jack, dolly and other material-handling equipment

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent lifting and carrying of up to 50 pounds; frequent walking, sitting, stooping, kneeling, bending, pushing or pulling; repetitive hand motions; use of eye/hand coordination; speaking clearly; exposure to temperature extremes (hot and cold); exposure to noise; exposure to chemical hazards (dust, vapors and smoke); work on slippery and uneven surfaces. The job requires an ability to see clearly, to judge distance and space.

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 9/30/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job

Job Title: Warehouse Processor

descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____