

STOCK WORKER  
STOCK WORKER (RESTRICTED)

5260  
5259

## DEFINITION

Performs manual and clerical duties in the receiving, shipping, storing, and processing of materials.

## TYPICAL DUTIES

Fills orders from stored merchandise in accordance with specifications on invoices or other instructions.

Operates a electric pallet transporter, hand truck, pallet jack, and electric cart to fill orders, load and unload trucks and trailers, store stocks, and move stock to storage areas.

Makes notations of items filled or omitted.

Insures completeness and correctness of orders to be shipped by examining quantities, quality, and labeling and comparing them with the invoices.

Prepares filled orders for shipment by placing them in shipping containers, vehicles, or otherwise packaging them to insure safe shipment.

Closes and/or seals packages and containers and provides necessary information on contents.

Uses electronic data devices to label and track outgoing items.

Uses packing materials to prevent breakage or damage.

Ensures all freight is secured.

Loads and unloads vehicles.

Performs preventative maintenance on material handling equipment.

Receives and inspects incoming shipments for quantity and quality.

Keeps storage facilities and equipment in a clean and orderly condition.

Takes periodic inventory.

Sorts, stores, and separates items to be sold at auction.

May expedite orders to the shipping area.

May requisition additional stock or report short supplies to supervisor.

May assist supervisors by checking the security of doors, gates, trucks, and other warehouse and truck yard areas.

May operate cutting devices or use common hand tools to obtain specified quantities to be shipped.

May operate a forklift

May assist with new employee orientation.

May answer telephones, take messages, and convey appropriate information.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Worker performs general entry-level duties of placing stock in storage, readying orders for shipment and loading trucks. A Stock Worker (Restricted) is assigned in accordance with the provisions of Education Code Section 45259.

A Stock Clerk performs manual and some clerical duties with regard to one or more supply operations and may exercise supervision over Stock Workers and clerical personnel.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

## SUPERVISION

Immediate supervision is received from a ~~Stock Clerk~~, Head Stock Clerk, or other supervisory personnel. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Material-handling methods and equipment
- Operation of various office machines
- Electronic data capturing and printing devices
- Supplies and materials commonly used in a large school system

### Ability to:

- Learn and apply established procedures
- Write legibly
- Work rapidly with numbers, codes, and symbols
- Accurately perform routine manual operations associated with a stores warehouse operation
- Exercise proper judgment in loading elevators, pallets, and other material handling equipment
- Keep records pertaining to issuance of material, supplies, and equipment
- Work cooperatively with co-workers, supervisors, and other District personnel
- Operate material-handling equipment
- Follow safe practices in manual and machine-assisted operations

### Special Physical Requirements:

- Manual dexterity to operate material-handling equipment
- Stand and walk on concrete floors for extended periods
- Lift and carry items weighing up to 100 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Six months of experience in receiving, storing, or issuing equipment or supplies, or completion of an adult school class in general warehousing or a formal warehousing training program. Experience operating material handling equipment such as forklifts, electric carts, hand trucks, or pallet jacks is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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