



## Lafayette Parish School System Job Description

**Job Title:** Warehouse Worker I  
**Department:** Warehouse  
**Reports To:** Warehouse & Print Shop Coordinator  
**Approved Date:** 07/2024

**Salary Scale:** Crafts & Trade  
**Pay Grade:** Pay Grade 4  
**FLSA Status:** Non-Exempt  
**Days:** 244-days  
**2002 Sales Tax Eligible:** No

**SUMMARY OF POSITION:** Routine warehouse work in receiving, delivering, stocking, and maintaining inventory of a variety of supplies, materials, and equipment used in the operation and maintenance of the Lafayette Parish School System.

**QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE:** High School Diploma or general education degree (GED); and zero to six months related experience and/or training; or equivalent combination of education and experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Works cooperatively with Warehouse Workers and other district personnel performing daily Warehouse functions.
- Assists in preparing warehouse inventory orders for delivery as submitted and delivers orders of supplies, materials, and equipment as scheduled.
- Receives deliveries of supplies, materials, and equipment; verifies delivery paperwork, and submits to appropriate supervisor.
- Secures appropriate paperwork signatures associated with supplies, materials, and equipment being picked up and delivered.
- Operates forklifts and pallets jack to load, unload, and store various supplies, materials, and equipment.
- Ability to handle both heavy and delicate equipment and materials in a safe manner
- Restocks warehouse inventory upon delivery; assists in monthly physical inventory of items and verifies count with supervisor.
- Maintains delivery truck fleet in a clean and operable condition; according to established safety rules and regulations.
- Drives district vehicles to transport stored items from warehouse to school sites or to pick up items from several locations for shipment.
- Travels to deliver and pick up supplies, materials, and equipment as scheduled.
- Assists in transferring furniture, equipment, and fixed assets to and from schools and other LPSS sites.
- Assists in the cleaning and maintenance of warehouse buildings and property.

**METHOD OF EVALUATION:** Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

### **PROFESSIONALISM AND CONDUCT STANDARDS:**

**Quality of Work** - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

**Availability** - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

**Communication Skills** - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

**Interpersonal Skills / Teamwork** - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

**Personal Impact** - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

**Productivity** - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

**Adaptability** - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

**Policy** – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

#### **EXPECTATIONS:**

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date