

Anoka Hennepin Independent School District #11
Position Standard

Purchasing - Warehouse/Driver

Essential Functions:

- Fill and ship orders for individual schools/school district buildings.
- Receive freight, check in merchandise against purchase orders, and fill stock bins.
- Use a warehouse computer system.
- Complete transfer tickets and assist with the redistribution of surplus.
- Maintain accuracy and integrity of the inventory management system.
- Load and unload trucks.
- Perform light mechanical repairs to trucks.
- Deliver daily mail and supplies to schools and departments, transporting miscellaneous items.
- Other duties as assigned

Minimum Qualifications:

- High School Diploma or equivalent.
- Current MN Class B driver's license required.
- Ability to drive with an excellent driving record.
- Ability to operate a truck and forklift; operational knowledge of lift gates.
- Ability to operate a 26,000 lb. capacity 20+ foot straight truck.
- Ability to work in freezing temperatures (-20 degrees F).
- Ability to lift a minimum of 70 lbs., to lift, carry, bend as needed.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Understanding of inventory management and location management in relation to stocking.
- Comprehension of order processing and paperwork associated with warehouse processing.
- Computer training and experience.
- Shipping & receiving experience; (bill of lading, return merchandise authorization, UPS, purchase orders, packing slips).
- Must be physically working in the building/on site.

Physical Factors includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm rasp, fingering, feeling, talking, far vision.