

## **Warehouse Specialist Job Description (Part time)**

### **Warehouse:**

- 1) Unload donations from trucks, vans and automobiles and stack on pallets.
- 2) Move and stage donations using a pallet jack or other equipment.
- 3) Ensure donations are sorted, labeled and accurately counted for inventory processing.
- 4) Pull and stock inventory as requested for placement in Store, Online Store processing area, Target Giving and the Express.
- 5) Do random inventory counts, as requested, of specific items.
- 6) Participate in yearend inventory including preparation and actual counting.
- 7) Notify Store Manager of any inventory discrepancies, damages, etc. at any time.
- 8) Keep cardboard recycling area organized and break down cartons for stacking.
- 9) Assist in picking up donations from a donor or a satellite warehouse.

### **Online Store:**

- 1) Stock online shelves as requested.
- 2) Pick, pack and tape online orders for shipment.
- 3) Load all online orders into van or assigned vehicle.

### **Store:**

- 1) Stock store shelves.
- 2) Move all excess cardboard to the recycling area in the warehouse.
- 3) Assist with checkout at front counter.
- 4) Carry supplies and materials to teachers vehicles after checkout.
- 5) Maintain a clean and organized work area.

### **Fork Truck:**

- 1) Must be able to safely operate a fork truck to move pallets from truck to storage rack and pull pallet from storage rack to be moved to the Store or another program.
- 2) Complete equipment inspection report daily and maintain energy source for lift.
- 3) Perform all work in a safe and orderly manner.
- 4) Report any equipment or product damage immediately to Director or Store Manager.

**Miscellaneous:**

- 1) Ensure teachers and donors feel appreciated.
- 2) Perform work as assigned in Teacher EXCHANGE® and on the PEF campus.
- 3) Assist Director in keeping PEF campus clean and safe.
- 4) Conduct all activities in a manner that promotes a safe environment.

**Requirements**

Must be capable of sitting, standing, and walking for extended periods of time in various temperatures and work environments.

Ability to operate equipment in the warehouse.

Ability to count accurately.

Ability to add, subtract, divide and multiply.

Ability to lift 50 pounds frequently and repetitively.

Push/Pull up to 500 pounds using mechanical aids.

Fork truck certified and have two or more years experience operating equipment.

Manual dexterity.

Good judgment.

High school graduate or equivalent.

Must be able to manage a number of requests at one time.

Good communication skills.

Upbeat demeanor.

Follow all The Public Education Foundation and Teacher EXCHANGE requirements and procedures.