

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**PRINT REPRODUCTION/WAREHOUSE & DELIVERY WORKER**

**Definition**

Under the supervision of the Supervisor of Purchasing and Stores, perform various duplication activities by operating a photocopier and other related material reproduction equipment. Use considerable warehousing and decision making skills to coordinate and operate a centralized district warehouse and delivery service. Perform a variety of computerized recordkeeping, inventory control, requisition processing and filling, material and records storage and retrieval, and loading and unloading of trucks.

**Typical Tasks – Print Reproduction**

- Operate stand duplicating machines, computerized photocopiers and auxiliary finishing equipment to perform routine duplicating duties, including folding, cutting, padding, drilling, stapling, and booklet making.
- Sort, count, collate and package printed materials; properly label items for delivery and file completed paperwork.
- Operate laminating and poster making equipment.
- Stock paper and finishing supplies for duplication services and notify supervisor when supply levels need to be re-ordered.
- Clean and properly maintain all duplicating and equipment.
- Answer telephones, provide general information, and perform clerical tasks related to duplicating, warehouse and delivery services.
- Deliver printed materials throughout the District Office and school sites.
- Perform other related duties as assigned.

**Typical Tasks – Warehouse & Delivery**

- Receive, store, issue, retrieve and deliver all school and food service supplies, books, mail, equipment, office and classroom supplies and records.
- Verify items against packing slip invoices and purchase orders; report and follow up on any discrepancies.
- Perform computerized and manual record keeping tasks.
- Drive District vehicle to deliver a variety of materials to school sites and other locations.
- Assist in all manual tasks in the warehouse operation and deliveries, including material rotating and shelving stock.
- Load and unload delivery trucks; and operate fork lift and pallet jack as needed.
- Assist in periodic and annual inventories including fixed asset tagging and maintain accurate, current files and records.
- Maintain storage, duplication, warehouse and outside areas in a clean, safe and orderly condition.
- Perform other related duties as assigned.

**Minimum Qualifications**

- Education:** Completion of high school or General Education Diploma (GED), including or supplemented by coursework in computer technology, reprographics, printing or related subject areas.
- Experience:** Previous experience working photocopier machines and related experience needed to perform quantity production work preferred; two years experience in warehouse distribution, including the operation of a delivery vehicle.
- Knowledge of:** Modern methods, techniques and procedures of quantity materials reproduction and printing; ordering materials and pricing for jobs; methods, equipment and materials used in warehousing operations; proper methods of loading and unloading delivery vehicles; proper lifting techniques, methods of receiving, storing and issuing supplies, books, equipment and food; basic inventory methods and practices; basic math; and computer operations and relevant software applications.
- Ability to:** Follow, understand and carry out oral and written instructions; prioritize daily tasks and meet deadlines; set up and operate copiers and other related reproduction equipment with speed, accuracy, and precision; compile and maintain accurate records and reports; use internet and email; make minor mechanical adjustments to equipment; operate a wide variety of office machines including copier, laminating and poster making equipment, telephone, fax, and computer; accurately estimate and plan material production

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**Ability to (continued):** time and material costs; answer phone and interact with staff/vendors in a polite and courteous manner in order to establish and maintain cooperative working relationships. Perform computerized and routine clerical duties involved in warehousing and storekeeping; perform moderately heavy physical labor, including loading and unloading in a safe manner using a forklift and/pallet jack or other mechanical loading equipment; operate large delivery truck (up to 32,000 GVW) with lift gate, making frequent stops and deliveries; and learn delivery routes.

**Other Requirements:** Must have a valid California Drivers' License and be insurable to drive a District vehicle.

#### **PHYSICAL REQUIREMENTS:**

The work environment and physical demands of the positions as described on the following page are representative of those that must be met by an employee to successfully perform the essential functions this position/classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

#### **Working Environment**

While performing the duties of this position, the employee regularly works in a warehouse environment. Employees will also work in an outdoor environment and is subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. The employee may be exposed to fumes, dust and odors, and work at heights within the warehouse environment. The employee regularly works with high speed copiers and related duplication equipment as well as with moving mechanical equipment including forklift and pallet jack. The noise level in the environment is usually moderate and occasionally will be very loud.

#### **Physical Demands**

The physical demands of this position include walking and standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds without assistance, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate a computer and various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect print shop equipment and work product. The employee must be able to hear and speak to receive and exchange information.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

**Candidate must pass pre-employment physical prior to employment.**

Salary Range: 33  
Schedule 1

PRESENTED TO BOARD: July 28, 2011

PRESENTED TO PERSONNEL COMMISSION: August 2, 2011 (1<sup>st</sup> Reading – approved)  
May 17, 2016 (1<sup>st</sup> Reading)