



POST OFFER/PRE-PLACEMENT PROGRAM
JOB ANALYSIS

Job Title:	Warehouse Worker	Department:	Facilities/M&O/Food Service
Company:	Sonoma County Schools		
Address:			
Shift:	Days	Hours Per Shift:	8 hours
Overtime:	NA	Hours Per Week	40 hours

General Job Summary

Operates a district vehicle to pick up and deliver food, office supplies, mail, and related supplies, and other items as needed to school, kitchens, and offices. Receives, stores, rotates, and pulls warehouse inventory. Performs related work as required.

Organizational Relationships

Supervision Given:	Employee does not provide any direct, formal supervision.
Supervision Received:	Employee receives direct supervision from department manager

Essential Job Functions

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

Frequency	Function
Daily	Loads delivery truck and delivers food and supplies to assigned sites.
Daily	Performs daily safety inspection of vehicle and operates vehicle to and from various sites. Washes and fuels vehicle as needed.
Daily	Delivers mail to and from school sites. Picks up bank deposits from schools and delivers to bank.
Daily	Fills warehouse stock requisitions, completes service orders, and completes required documentation.
Daily	Receives, verifies, and stores supplies in warehouse.
Daily	Conducts periodic inventory by ensuring required food and supplies necessary for day to day operations are available.
Daily	Packages and wraps shipments in preparation of delivery.
Daily	Loads, unloads, transports, and moves supplies and equipment.
Daily	Ensures cleanliness of warehouse and surrounding areas. Performs sweeping and general housekeeping.
Daily	Participates in required trainings and meetings.

Non-Essential Functions

Performs other duties as assigned

Job Qualifications

Education:	High school equivalent
Experience:	Knowledge of record keeping and experience in warehouse environment preferred
License/Certification	CA driver's license, completion of background check

Knowledge

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** — Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Mathematics** — Knowledge of arithmetic, statistics, and their applications.

Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** — Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** — Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- **Instructing** — Teaching others how to do something; selecting and using training/instructional methods and procedures appropriate for the situation when teaching new things.
- **Mathematics** — Using mathematics to solve problems.
- **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Service Orientation** — Actively looking for ways to help people.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Time Management** — Managing one's own time and the time of others.

Abilities

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Operating Equipment** — **Operate** equipment used in warehouses
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information.

Physical Demands

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

Lifting

Weight Range	Frequency					Examples of Items Lifted	Height Lifted	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs			X			Smaller food/beverage products, office supplies, loose supplies	1-6'	Y	
11 – 25 lbs			X			Boxed food products, cans/packages of food products, case of beverages	1-5'	Y	
26 – 50 lbs		X				Boxed food products, case of beverages, sacks of food supplies	1-5'	Y	
51 – 75 lbs		X				With assistance			
76 – 100 lbs		X				With assistance			
Over 100 lbs		X				With assistance			
Heaviest Item Lifted		X				Box of food products – With assistance	1-5'	Y	

Notes regarding items weighed (if any): None

Carrying

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs			X			Smaller food/beverage products, office supplies, loose supplies	1-100'	Y	
11 – 25 lbs		X				Boxed food products, cans/packages of food products, case of food	1-50'	Y	
26 – 50 lbs		X				Boxed food products, case of beverages, sacks of food supplies	1-50'	Y	
51 – 75 lbs		X				With assistance			
76 – 100 lbs		X				With assistance			
Over 100 lbs		X				With assistance			
Heaviest Item Carried		X				Box of food products – With assistance	1-50'	Y	

Notes regarding items weighed (if any): None

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting			X			Vehicle seat, office chair: padded, adjustable, swivel, wheeled	Operating/riding in vehicle, completing documentation/administrative work
Walking				X		Carpet, linoleum/tile, concrete	Gathering food products/supplies, transporting food/supplies, cleaning assigned work area, packaging deliveries
Standing			X			Carpet, linoleum/tiles, concrete	Wrapping and packaging deliveries, loading/unloading vehicle

Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)			X			Observing work/documents, prepping deliveries, gathering food items/supplies
Bending (Waist)			X			Reaching low drawers/shelves
Twisting (Neck)			X			Observing surroundings, operating vehicles
Twisting (Waist)			X			Accessing supplies/food products, loading/unloading vehicle
Squatting		X				As alternative to bending
Climbing		X				Stepstool, in/out of vehicle
Kneeling	X					
Crawling	X					
Pushing/Pulling (Dominant hand)			X			Drawers/doors, cart, pallet jack
Pushing Pulling (Non-Dominant hand)			X			Drawers/doors, cart, pallet jack
Reaching – Above Shoulder Level		X				Accessing items on upper shelves
Reaching – Below Shoulder Level			X			Accessing supplies/equipment, maintaining/cleaning area and equipment, operating vehicles
Balancing		X				Stepstool, entering vehicle
Coordination (Eye, Hand, Foot)			X			Operating vehicles

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands			X			Writing/office work, packaging deliveries, cleaning/maintaining work area and equipment
Simple Grasping (Dominant Hand)			X			Operating steering wheel, transporting/positioning objects, accessing supplies/food items
Simple Grasping (Non-Dominant Hand)			X			Operating steering wheel, transporting/positioning objects, accessing supplies/food items
Power Grasping (Dominant Hand)			X			Transporting/positioning heavier objects
Power Grasping (Non-Dominant Hand)			X			Transporting/positioning heavier objects
Fine Manipulation (Dominant Hand)			X			Handwriting, administrative work, wrapping deliveries, vehicle controls
Fine Manipulation (Non-Dominant Hand)			X			Administrative work, wrapping deliveries, vehicle controls

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Truck, van, forklift
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forklift, pallet jack, dolly, cart
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Placing deliveries, ramps, outdoor locations
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forklifts, equipment
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refrigeration, freezer, outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disinfectants
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating vehicle
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Sensory Demands

Factor	Y	N	If yes, describe
Seeing close (inspecting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating vehicle, stocking supplies, prepping deliveries
Seeing far (observing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicle
Seeing to sides (peripheral vision)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicle
Seeing colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating vehicle
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating w/ co-workers
Hearing Speech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating w/ co-workers
Hearing mechanical sounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment malfunctions
Sensing odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspecting food products
Sensing touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Machinery/Equipment/Work Aids

Machinery	Vehicles, forklift, pallet jack
Equipment	Office equipment, dolly, cart
Tools	Pallet jack
Other Work Aids	None, PPE, Hearing protection

MENTAL/COGNITIVE DEMANDS	Required Yes/No	
	Y	N
Relate to other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain personal habits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multitask relative to job duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understand, carry out, and remember instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respond appropriately to supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work requiring regular contact with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work where contact with others will be minimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform tasks requiring minimal intellectual effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Perform repetitive tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform varied tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make independent judgment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervise or manage others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work relative to the job description	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.