

# MAKE THE CAREER CONNECTION

for

## ***DISTRIBUTION*** ***(Warehouse)***

**YOUR ROP TRAINING  
LEADS TO JOBS as...**

### **Entry Level**

**(High School Diploma/ROP Training)**

**Shipping and Receiving Clerk**

**Warehouse Associate**

**Order Clerk**

**Data Entry Clerk**

### **Technical Level**

**(Community College Degree)**

**Business Administrator**

**Manager**

**Marketing Supervisor**

### **Professional Level**

**(Baccalaureate Degree)**

**Business Administrator**

**Human Resource Manager**

Students will benefit by having knowledge of computer science, good keyboarding skills, math and language skills.

## WHAT IS ROP?

The Baldy View Regional Occupational Program is a cooperative vocational education effort between the Chaffey Joint Union High School District, Chino Valley Unified School District, Claremont Unified School District, and Upland Unified School District. ROP's purpose is to provide a wide variety of career preparation at the entry and technical levels to meet the needs of high school students and adults.

***Prepare for YOUR future NOW  
by enrolling in ROP TODAY!***

## ENROLLMENT INFORMATION

High school students should contact the Career Technician at their high school.

Adults should call Baldy View R.O.P. office for specific enrollment dates and available classes.

**(909) 624-0063**

**[bvrop.K12.ca.us](http://bvrop.K12.ca.us)**

Enrollment priority:

- ❖ High School Students: seniors, juniors, sophomores, 16 yrs. of age and older.
- ❖ Adults living within our geographical service area.
- ❖ Adults living outside our geographical service area

Baldy View ROP is an equal opportunity employer and asserts that it does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, sex, age, or handicap in its employment or enrollment in job training programs.

## DISTRIBUTION (WAREHOUSE)



A career preparation program designed to provide related instruction and practical experience.



## WHAT DOES THE PROGRAM PREPARE ME TO DO?

The *Distribution/Warehouse* course prepares students for direct entry into the distribution or warehousing department within retail, wholesale, manufacturing, and public establishments. Work based learning will be at local distribution centers.

Distribution students learn shipping, lifting and loading, stocking, transportation systems, essential business forms, filling, packing, marking supplies, and receiving operations.

## THE JOB

A warehouse associate receives, stores, and issues equipment, material, supplies, merchandise, food-stuffs or tools, and compiles stock records in stockroom, warehouse, or storage yard. They count, sort, or weigh incoming articles to verify receipt of items on requisition or invoices. A stock person or clerk examines stock to verify conformance to specifications; stores articles in bins, on floor, or on shelves according to identifying information such as style, size, or type of material; fills orders or issues supplies from stock and prepares periodic, special, or perpetual inventory of stock. A warehouse associate clerk also requisitions articles to fill incoming orders and compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. They may determine methods of storage identification and stock location or maintain inventory and other stock records using computer terminals.

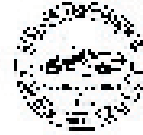
## ROP TEACHERS

ROP teachers know the job market, have business and industry experience within the field they teach and are credentialed. **LEARN FROM THE BEST WITH ROP TEACHERS.**

## STUDENT OUTCOMES

Upon successful completion of an ROP course, each student will:

- ❖ Demonstrate occupational specific, communication and critical thinking skills
- ❖ Demonstrate responsible work ethics
- ❖ Demonstrate career/employment literacy
- ❖ Demonstrate effective use of technology



## EMPLOYMENT OUTLOOK

Since the Inland Empire area has become a major distribution center, employment opportunities will continue in this industry.

Though some employers will train new employees in the use of computers for inventory control, the greatest demand will be for applicants who bring experience in the basic shipping and receiving functions and knowledge of computers to the job interview. This course coupled with such courses as management, leadership, and marketing will provide the student practical knowledge to entry level positions and the ability to move quickly into positions of higher responsibility.

## SPECIAL CONSIDERATIONS

- ❖ Minimum age - 16 years old or 11th grade
- ❖ Ability to perform physical tasks
- ❖ Ability to perform basic math computations
- ❖ Ability to work independently
- ❖ Ability to follow and carry out instructions
- ❖ Ability to lift at least 50 lbs.
- ❖ Good personal hygiene and grooming habits
- ❖ Ability to read and write in English and recall information
- ❖ Good manual dexterity and motor coordination
- ❖ Dress requirement: Sturdy shoes for work in stockroom, some distribution centers require steel toe shoes.

## COURSE LENGTH

One semester course

## ROP CERTIFICATE of TRAINING

An ROP certificate of completion, including competencies, is awarded to students who complete the course.

## HIGH SCHOOL CREDITS

Upon successful completion of the class, recommended credits earned in ROP are forwarded to each student's high school. These credits may be applied toward fulfillment of the requirements for a high school diploma.