

WAREHOUSE WORKER

DEFINITION

Receives, stores, issues and delivers supplies and equipment; organizes, and schedules supply and equipment deliveries; receives, organizes and tracks District inventory and warehouse equipment and supplies using computerized programs.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Director of Facilities.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Receives and processes materials, equipment and supplies by inputting data into the computerized inventory system, inspects materials and compares with purchase order or other related documents to determine if specifications are met.

Checks reports, notes and reports shortages, damages and other discrepancies.

Schedules delivery and distribution of supplies, materials and equipment to all District work sites including the main campus and other sites as assigned.

Communicates with vendors, purchasing, accounting or other related personnel regarding shortages, damages or other discrepancies of items ordered.

Contacts purchasing to expedite the preparation and shipment of orders and coordinates materials and equipment to be returned.

Receives copies of reports and coordinates with purchasing on late deliveries and back orders.

Maintains accurate and current alphabetical/numerical files or lists to record received shipments.

Using database software, maintains a log of inventory received and delivered, warehouse inventory, equipment and supplies ordered and received, monitors shipment and delivery status, reports delays to supervisor for appropriate action.

Stocks District supplies and materials into warehouse; fills and delivers District requisitions for warehouse items; picks-up and delivers to specified campus locations.

Assists in maintaining total college fixed asset and inventory records by assigning inventory control identification numbers to incoming equipment and recording to computer.

Participates in the annual inventory of the warehouse.

Stocks and shelves materials in a safe, neat and orderly manner according to procedures.

Operates a forklift, floor pallet jack and hand truck in receiving, storing and delivering materials; loads supplies on pick-up truck; and drives truck to various campus and off-site locations.

Fuels transportation equipment, plugs in electrical carts for recharging. Minor maintenance of vehicles, including checking the battery and filling with water.

EXAMPLES OF DUTIES (continued)

Assists the Lead Warehouse Worker by performing other specified duties in their absence.

Responds to questions, requests and problems in a cooperative manner.

Provides work direction and training to student workers.

May verify time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods of materials, supplies and equipment handling in shipping and receiving practices.

Basic computer operations and data entry to log and retrieve data.

Computerized management of inventoried capital equipment.

Ability to:

Manually lift and move heavy objects.

Sort and compare names and numbers accurately and rapidly.

Keep accurate records both written and computerized.

Work cooperatively with others.

Follow oral and written directions.

Operate/drive vans, pick-up trucks, electric carts, forklifts and other vehicles as assigned.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High school diploma or equivalent.

Two years experience in warehousing activities, inventory control and delivery of supplies and materials.

License or Certificate:

Possession of a valid State of California Class C driver's license.

Desirable:

Experience or training in forklift operation.

PHYSICAL REQUIREMENTS

Ability to work in a noisy environment.

Standing, stooping, bending and lifting or pushing fifty (50) pounds.

Work may require the ability to climb a ladder.