

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Purchasing Supervisor, receive, store and deliver warehouse items; assist with inventory control procedures.

REPRESENTATIVE DUTIES:

Receive and store stock and supply items; check deliveries against purchase orders and budget number and verify accuracy; inspect merchandise for damage; notify vendors of shortages or damages. *E*

Process orders for supplies, materials and equipment according to established procedures. *E*

Prepare supplies for shipment and/or delivery; deliver materials and supplies to appropriate locations; load and unload trucks; move supplies and equipment. *E*

Maintain perpetual inventory for both supplies and capital equipment; rotate stock in warehouse; order stock according to established guidelines. *E*

Drive to a variety of off-campus sites as directed; purchase supplies, deliver agendas, pick up District checks from County Office; pick up and deliver mail. *E*

Operate a variety of equipment including a forklift, computer terminal, pallet jack, dolly, calculator, copy machine. *E*

Enter material received on computer for inventory purposes prepare and maintain records, files and copies of purchase orders, stock requests, repair orders, back orders and other related information. *E*

Assist with a variety of projects related to warehouse activities, including surplus sale activities; assemble and repair furniture as assigned.

Participate with District recycling program activities as assigned.

Provide work direction and guidance to student workers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing systems and procedures, including methods of proper and orderly storage, issuances and receipt of materials, stock inventory procedures and space use for maximum utilization.

Safety and security procedures and practices.

Equipment, materials and supplies used in community college districts.

Basic warehouse power equipment and forklift operation.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Maintain stock control system, physical inventory and determination of minimum and maximum stock levels.

Provide work direction and guidance to assigned student workers.

Perform heavy manual labor.

Lift objects weighing up to 100 pounds.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Maintain accurate and up-to-date records.

Operate a forklift, truck and other equipment involved in the performance of duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience involved in warehouse operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy physical labor.

Carrying, pushing and pulling heavy items to load and unload trucks.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time.

Walking.

Dexterity of hands and fingers to operate a computer and related equipment and vehicles.

Hearing and speaking to exchange information.

Seeing to read purchase orders and verify accuracy.

HAZARDS:

Driving a vehicle during adverse weather conditions.