

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of the Purchasing and Materials Supervisor oversee the daily operations of the warehouse operations and District inventory control; provide work direction and guidance to Warehouse Workers, Inventory Control Technician, Student Workers and other assigned personnel.

REPRESENTATIVE DUTIES:

Coordinate and perform a variety of duties involved with the receipt, pickup, repair, return and delivery of items for the District. *E*

Responsible for training and providing work direction to assigned personnel including, but not limited to, classified, hourly and student workers. *E*

Check accuracy and complete time cards for assigned personnel.

Coordinate and review delivery operations to assure adherence to district policies, rules and regulations, procedures and schedules. *E*

Compile and maintain detail records and reports. *E*

Oversee and participate in the maintenance of the warehouse and other assigned areas to assure a clean, orderly, safe and secure operation. *E*

Receive and store stock and supply items; check deliveries against purchase orders and verify accuracy; inspect merchandise for damage. *E*

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

Deliver materials, equipment, furniture, and supplies to appropriate locations; load and unload trucks. *E*

Assist in maintaining perpetual inventory for supplies and capital equipment. *E*

Responsible for the coordination of stock rotation and ordering of supplies according to established guidelines. *E*.

Responsible for the coordination, notification to winning bidders, collection of money and supervision of items being picked-up in reference to Surplus Sales.

Coordinate the campus Recycling Program; maintain contact with the vendors, schedule pick-up and removal of paper and assure proper credit is received. *E*

Drive to a variety of off-campus sites as necessary; purchase supplies, deliver agendas, pick up district checks from county office as assigned. *E*

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

Implement and maintain warehouse and delivery system procedures.

Process request for repairs of equipment, furniture or supplies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing procedures and terminology; 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. Warehouse power equipment. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Record-keeping techniques.

ABILITY TO: Coordinate, oversee and participate in district warehouse operations. Maintain stock control system, physical inventory and determination of minimum and maximum stock levels. Train, lead and provide work direction to staff in consultation with manager/supervisor. Perform heavy physical labor. 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 three years experience in warehouse operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record. Completion of OSHA Forklift training course.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling items weighing up to 100 pounds with frequent lifting and carrying objects weighing up to 50 pounds 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 regarding warehouse activities and provide work direction, and seeing to read purchase orders and verify accuracy.

November 1993
Ewing & Company

Revised: July 2, 2001