

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: WAREHOUSE WORKER

RANGE: 13

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern Community College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general supervision of the assigned department administrator, perform a full range of warehouse duties; receive, store, and distribute materials, supplies, and equipment to support District operations. This position ensures accurate inventory management, timely on and off campus deliveries, and adherence to safety protocols within the warehouse and distribution areas.

DISTINGUISHING CHARACTERISTICS

Warehouse worker works under general supervision and handles minor issues independently. This classification requires above entry-level warehouse and inventory management skills.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive and store stock and supply items; verify deliveries against purchase orders and budget numbers for accuracy; inspect merchandise for damage and discrepancies; coordinate with vendors to resolve shortages or defects. **E**
2. Process and fulfill supply, material, and equipment orders in accordance with established procedures, ensuring timely distribution. **E**
3. Prepare supplies for shipment and/or delivery; transport materials and supplies to designated campus locations; load and unload trucks; handle and move supplies and equipment safely. **E**
4. Maintain accurate perpetual inventory records for supplies and capital equipment; rotate stock within the warehouse; reorder inventory based on established guidelines to ensure stock availability using District procurement systems. **E**

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5. Drive to various locations as needed to purchase supplies and transport mail or other essential items to other District sites. **E**
6. Operate and schedule maintenance for warehouse equipment, including forklifts, pallet jacks, dollies, computers, copiers, and other essential tools and equipment. **E**
7. Record and enter received materials into the inventory system; maintain records, files, and documentation related to purchase orders, stock requests, repair orders, back orders, and related information. **E**
8. Assist with special warehouse projects, including surplus sale activities; assemble and repair furniture, as necessary. **E**
9. Participate in and support the District's recycling program initiatives. **E**
10. Provide work guidance as assigned. **E**
11. Assist with in person or on-line Department of Motor Vehicle (DMV) processing and filing as required. **E**
12. Perform additional duties as assigned to support warehouse and logistics operations.

E = Essential Duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern warehouse systems and procedures, including methods of proper and orderly storage, stock inventory procedures, first in/first out (FIFO) process, and space use for maximum utilization and compliance with safety standards.
- Safety and security procedures and practices.
- Equipment, materials and supplies used in warehouse operations.
- General warehouse equipment: pallet jack, forklift, ladder, golf cart and various power tool operation.
- Oral and written communication skills.
- Interpersonal skills using respect, patience and courtesy.
- Record and inventory control techniques applicable to warehouse operations.

Ability to:

- Maintain the stock control system, physical inventory and determination of minimum and maximum stock levels
- Perform heavy manual labor
- Lift or move objects weighing up to 50 pounds safely
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Operate a forklift, District vehicle and other equipment involved in the performance of duties

EDUCATION AND EXPERIENCE

High School diploma or a General Education Degree (GED); **AND** two (2) years of warehouse operations experience.

LICENSE AND OTHER REQUIREMENTS

Valid license to drive in the state of California.

Ability to obtain an OSHA approved forklift training certification within one (1) month of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Vehicle: This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

Environment: Work is performed in a warehouse setting with exposure to varying temperatures and conditions; exposure to continuous noise, dust, handling potentially hazardous chemicals and materials; working with and around forklifts and warehouse equipment; working at heights above 12 feet.

Physical: Primary functions require sufficient physical ability and mobility to work in a warehouse setting; to walk, stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate a forklift and equipment; climbing ladders; and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Southwestern Community College