

# **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: B**  
**SALARY RANGE: 44**

## **CLASS TITLE: WAREHOUSE WORKER**

### **BASIC FUNCTION:**

Under the direction of the Director - Purchasing, receive materials and verify shipments against bills of lading or other records; inspect for shortages, rejects damaged goods, and route merchandise to proper departments; assure timely distribution of equipment and materials.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist in receiving, preparing and distributing incoming and outgoing supplies and equipment to various College locations; inspect and verify shipments to assure conformity to order specifications; report damage, shortage or discrepancies.

Receive, store and distribute warehouse stock orders; load and unload delivery vehicles; store materials, supplies and equipment in a neat, orderly and efficient manner; issue custodial, maintenance, operating and other supplies.

Operate a variety of warehouse equipment including forklifts, pallet jacks, hand trucks, dollies and other related equipment; drive light delivery trucks; check, fuel, and perform minor maintenance service on trucks and warehouse equipment

Maintain routine records related to assigned warehouse activities, including stock reports.

Communicate with College and personnel regarding the pickup and delivery of orders.

Maintain warehouse in a clean and orderly condition; maintain cleanliness of vehicles.

Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner.

#### **OTHER DUTIES:**

Pass a physical examination including back x-ray prior to beginning work.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic methods, practices and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Proper loading and unloading of trucks.

Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials

**3/31/06**

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and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Health and safety regulations.

Traffic laws, defensive driving techniques and rules of the road.

Basic math.

**ABILITY TO:**

Perform physical and clerical duties involved in packing, storing and shipping materials.

Learn shipping and receiving procedures.

Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.

Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.

Operate a variety of warehouse machines and equipment, and office equipment including a computer and assigned software.

Participate in warehouse operations.

Maintain routine records.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to perform duties listed above and one year related experience in operating light trucks and forklifts.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Walking.

Lifting, carrying, pushing and pulling heavy objects weighing 50 lbs or more as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

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Bending at the waist, kneeling and crouching.  
Climbing ladders.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.