

WAREHOUSE WORKER I

DEFINITION

Under direct supervision, purchases, receives materials and verifies shipments against bills of lading or other records; inspects for shortages, rejects damaged goods, and routes merchandise to proper departments; assures timely distribution of equipment and materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management. Receives functional supervision from the Coordinator, Warehouse. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This is the entry-level Warehouse Worker position responsible for performing routine warehouse duties, including ordering, maintaining, and distributing materials, parts, supplies, tools, and equipment required for the District's functions, as well as, filing central supply requests. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Warehouse Worker II in that the latter facilitates the District's fixed asset program and provides necessary administrative support to the warehouse function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Receives and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders; verifies for payment.
- Inspects materials, supplies, tools, and equipment received for quality and quantity; stores materials received or delivers to the proper person or job site.
- Fills central supply requests.
- Uses software and paper documentation to enter, track, and resolve package routing and delivery data; locates lost items, when possible.
- Operate a variety of warehouse equipment including forklifts, pallet jacks, hand trucks, dollies, and related equipment; drives delivery trucks; checks, fuels, and performs minor maintenance service on trucks and warehouse equipment.
- Maintains accurate records, files, and inventory control.
- Maintains perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold.
- Prepares various reports to assist in monitoring and evaluating warehouse operations.
- Works with coworkers and suppliers to resolve various issues and problems such as stocking new items, damaged products, and handling returns.
- Maintains a clean, safe, and unobstructed work area.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Communicate with College personnel regarding the pickup and delivery of orders.
- May cover daily responsibilities of other warehouse staff on an as needed basis in order to ensure effective daily operations and delivery of services.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used at the District.
- Basic District purchasing, supply ordering, and asset disposal policies and procedures.
- Basic mathematical principles.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Identify and select routinely used materials, supplies, and equipment.
- Evaluate needs for parts and other inventory items.
- Apply store keeping principles and perform related clerical tasks.
- Safely operate a variety of warehouse machines and equipment.
- Learn local and regional suppliers and sources for parts, tools, and supplies.
- Maintain accurate logs, records, and basic written reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in warehousing using automated inventory procedures.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- Possession of or ability to obtain a Forklift Operator's Certificate by end of probationary period.

PHYSICAL DEMANDS

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory, to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. May be exposed to cold and hot temperatures, inclement weather conditions, chemicals, mechanical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.