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| Range | 29 |
| Hours | 8 |
| Week | 40 |
| Months | 12 |

SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT

JOB TITLE: Warehouse Worker

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform responsible warehousing functions involved in the receipt, storage, distribution, delivery, and inventory of district equipment and supplies and to maintain warehouse records and files as assigned. Employees in this classification receive general supervision within a framework of standard policies and procedures, and exercise responsibility for the maintenance and upkeep of warehouse inventory and stock records and for overseeing the receipt, storage, and distribution of district supplies, materials, and equipment. This job class functions at a journey level of classification.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- Receives materials, supplies, equipment, and other stock delivered per district purchase orders.
- Inspects incoming stock for conformity and compliance to purchase order specifications.
- Organizes, cleans, and stores stock in the warehouse; shifts stock as needed.
- Maintains records of requisitions, shipping invoices, inventories, purchase orders, and deliveries.
- Receives and fills supply requests and requisitions.
- Records prices of stock for back charging costs to other departments and offices.
- Applies college stickers to all new incoming furniture and equipment for inventory control purposes.
- Inspects and maintains inventory of all warehouse and other tools, parts, and related supplies.
- Delivers supplies and materials to appropriate offices and sites.
- Operates delivery vehicle and other warehouse equipment to include forklift, handtrucks, etc.
- Uses key cutter, desk and door sign machine, and drill bit sharpener as required.

Typical Duties (continued):

- Answers phones and takes messages as needed.

- Prepares materials/goods for shipment by UPS and freight companies; packages, sorts, and labels goods for shipment.
- Coordinates shipping/delivery operations with business office, vendors, and shipping carriers.
- Assists in the acquisition of stockroom supplies.
- Assists and/or performs utility maintenance work as assigned.
- Provides information to college staff, employees, vendors, shippers, and others regarding warehousing activities, operations, and procedures.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

POSSESSION OF:

- A valid and appropriate California Driver's License
- A safe driving record acceptable to insurance carrier

KNOWLEDGE OF:

- Warehousing, storage, and distribution methods and procedures.

Employment Standards (continued):

- Safety rules and regulations related to warehousing operations and equipment operation.
- Stocking and inventory techniques and methods.
- Safe driving practices.

ABILITY TO:

- Safely operate warehousing equipment and delivery vehicles.
- Understand and carry out oral and written instructions independently.
- Organize warehouse and storage areas logically and effectively.
- Maintain a running inventory and other warehousing records and files.
- Prepare routine reports and correspondence.
- Meet the physical requirements necessary for the successful performance of required duties including working at heights in excess of ten feet.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- One year of receiving, shipping, storing, and delivery of supplies
- High school graduation or equivalent