



NEW:
07/12/2004

JOB TITLE:	WAREHOUSE WORKER II
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8844
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving, processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Assumes responsibility for receipt, storage and delivery of all warehoused items
- Inspects shipments and verifies accurate deliveries and shipments
- Assist in loading and unloading deliveries and shipments
- Operates CRT terminal to process receipts and withdrawals
- Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate
- Assists in inventory procedures including the actual total count of stock items and spot check as needed
- Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner
- Pull, stamp, pack and prepare items for shipment
- Operates a variety of warehouse vehicles and equipment
- Perform other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling up to heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Valid driver's license
- Knowledge of CRT operation and computerized inventory system
- Three(3) years of warehouse or materials handling experience or equivalent
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of BIGS procedures and coding systems
- Commercial driver's license
- Ability to operate a forklift

