



REVISED: 06/09/2021  
Submitted: 06/08/2021

JOB TITLE:	WORKER II WAREHOUSE
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**

- Assumes responsibility for receipt, storage and delivery of all warehoused items
- Inspects shipments and verifies accurate deliveries and shipments
- Works with central receiver to coordinate scheduled deliveries when appropriate
- Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary for the respective division or department
- Assists in loading and unloading deliveries and shipments
- Operates CRT terminal to process receipts and withdrawals or operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required
- Maintains inventory and budget records, assesses department or warehouse needs and orders supplies as appropriate
- Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner
- Pulls, stamps, packs, and prepares items for shipment
- Operates a variety of warehouse vehicles and equipment
- Assists in inventory procedures including the actual total count of stock items and spot check as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned by the designated deadline

**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 or experience with computer, transcription, word processing, file management functions
- Three (3) years of warehouse or materials handling experience or equivalent

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of BIGS procedures and coding systems
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Commercial driver's license
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Experience in a diverse workplace
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