

Job Title:	Warehouse Assistant	Wage/Hour Status:	Non-Exempt
Reports to:	Warehouse Coordinator / Lead	Pay Grade:	NH
Dept/School:	Support Services Warehouse	Days:	227
Date Revised:	June, 2011	Job Code:	W101

Primary Purpose:

Education / Certification:

1. High School Diploma or GED.
2. CDL or the ability to obtain one within 90 days of your first date of employment.

Special Knowledge / Skills:

1. Basic knowledge of mathematics.
2. Must have good organizational skills.
3. Must maintain a professional appearance.
4. Good customer service skills.
5. Able to work in a team environment.
6. Able to work in a fast paced and changing environment.
7. Willing to learn.

Experience / Other Requirements:

1. Familiarity with personal computers.
2. Familiarity with iTCCS, Docuware, and Microsoft Office is preferred.
3. Experience driving and operating a forklift.
4. Must be bondable.

Major Responsibilities and Duties:

1. Receive incoming packages (FedEx, UPS, DHL, Freight).
2. Stage received packages for delivery on respective days.
3. Follow procedures in place for paperwork flow.
 - a. Filing PO / Receiving.
 - b. Filing Driver Folders.
4. Daily walk-about.
5. Print out warehouse requisitions.

6. Provide general guidance to other warehouse employees.
7. Research (warehouse to campus) delivery issues and consult with Warehouse Coordinator when necessary.
8. Maintain logs (No P.O., Asset Tag, OS&D, MSO, etc.)
9. Tag trackable assets as directed.
10. Scan daily delivery reports to docuware.
11. Monitor warehouse inventory levels.
12. Replenish low stock.
13. Insure that the district / state purchasing laws are followed.
14. Perform inventories / spot checks as assigned by the Warehouse Coordinator.
15. Assist Warehouse Coordinator with maintaining warehouse inventory bid tabulation.
16. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
17. Other duties as assigned.

Supervisory Responsibilities:

1. Fill in for the Warehouse Coordinator when absent.
 - a. Make day to day decisions regarding warehouse operation.

Equipment Used:

Manual / Electric Pallet Jack, Forklift, Electric Life, Hand Cart, Personal Computer, and Delivery Truck.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Continual walking, standing, climbing, stooping, bending, kneeling, and reaching.
2. Ability to lift and carry up to 50 pounds.
3. Work outside and inside.
4. Work around machinery with moving parts.
5. Work around moving objects or vehicles.
6. Work on ladders and scaffolding.
7. Exposure to dampness, humidity and slippery or uneven walking surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____