Long Beach Community College District

CLASS SPECIFICATION
Warehouse Worker

FLSA Status: Nonexempt
EEOC Job Category: Laborers
Union Representation: Represented

GENERAL PURPOSE
Under supervision, performs routine warehouse and distribution activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Warehouse Worker is responsible for performing a variety of routine warehouse and distribution activities, including storing and shelving items and pulling requested items from stock.

Warehouse Worker is distinguished from Senior Warehouse Worker in that the first class is the entry-level position in the warehouse, responsible for performing the most routine warehouse and distribution functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs assigned warehouse activities; operates a forklift or pallet jack to load, unload and move items; checks in, receives and labels items and places received goods in assigned locations; stocks and arranges shelves; participates in periodic inventories; locates, pulls and packages requested supplies, equipment, furniture and other materials to accurately fill orders; assists in collecting, storing and preparing surplus supplies, equipment and furniture for auction; properly receives and stores archive records; prepares archives designated for destruction; performs warehouse cleaning and maintenance and follows safety and sanitation policies and procedures.

2. Ensures that incoming shipments meet District needs and quality standards; receives and inspects equipment, furniture, supplies and materials; reconciles shipments to purchase orders; identifies, reports and processes problem orders according to established procedures.

3. In compliance with Federal, state and local laws and regulations and District policies and procedures, properly receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the District.

4. Completes and updates relevant records, files, lists, logs, forms and other documentation; accurately enters data into computer system.
OTHER DUTIES
1. Operates a delivery vehicle to deliver and pick up shipments and items to and from District and sites as needed.

QUALIFICATIONS

Knowledge of:
1. Packaging, shipping, receiving and storing practices, procedures, methods and techniques.
2. Basic warehouse, work practices, safety, security, health and sanitation procedures relevant to the storage and distribution of furniture, equipment, supplies and other items purchased and stored by a community college District.
3. Basic math.
4. Traffic and safety laws and safe driving techniques.
5. Proper lifting techniques.

Ability to:
1. Operate warehouse equipment and vehicles, including a delivery truck, forklift and pallet jack.
2. Inspect incoming shipments and compare to purchase orders.
3. Complete and maintain records and forms related to warehouse operations.
4. Understand and follow oral and written instructions.
5. Perform heavy physical labor.
6. Take inventory.
7. Follow rules, regulations, policies and procedures.
8. Operate a computer and other standard office equipment.
9. Read and understand maps and delivery directions.
10. Observe legal and defensive driving practices.
11. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D. equivalent; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California Class C driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

Verifiable Forklift Certificate of completion from OSHA-approved training center.

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

Physical Demands
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms; and drive a vehicle. An employee is required to lift, carry, push and/or pull objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret maps, driving directions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a warehouse and driving a delivery truck, and the noise level can be loud. An employee works near moving equipment and moving mechanical parts.