

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

WAREHOUSE ASSISTANT

Salary Range 11

BASIC FUNCTION:

Under the direction of the Director of Business Services receives and delivers merchandise to appropriate individuals; assist with tagging of fixed assets and input related data and information into the computer; enters warehouse requisition accounts into the computer; assists with filling and delivering warehouse orders; operates fork lift and other District vehicles as required; assists with resolving problems as they arise. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Receives merchandise from a variety of vendors; matches the content of each parcel with the purchase order and packing slip to ensure the contents are damage free and consistent with the documentation; ensures partial and full shipments are properly documented. (E)
- Notifies parties of shipment arrivals; arrange for and/or makes deliveries to appropriate locations. (E)
- Tags, documents, and input tag, serial, and model numbers into computer and other identifying markings for fixed assets and controlled items. (E)
- Maintains receiving and shipping records of incoming and outgoing freight. (E)
- Transports bulk mail to the post office. (E)
- Operates a forklift, electric carts, and other District vehicles as required. (E)
- Assists in arranging equipment and personnel to handle large and/or heavy deliveries.
- Makes special deliveries as requested.
- Returns defective materials and equipment; rejects receipt of incorrect items.
- Investigates and uses approved freight carriers for outgoing shipments; packs, labels and weigh outgoing freight.
- Responds to inquiries regarding problem situations in shipping/receiving.
- Assists in pulling supply orders and processing requisitions; checks, logs, records, fills orders, and stages for delivery.
- Maintains requisition files, shipping/receiving records, freight claims, and parcel deliveries.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent and/or one year experience in a warehouse facility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Qualify for a valid forklift certificate within first 90 days in this classification.

KNOWLEDGE OF:

Policies and objectives of assigned warehouse activities.

Record-keeping techniques.

Operation of a truck, fork lift, pallet jack and other warehouse equipment.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and participate in a school district warehouse operation.
Receive, inspect, store, pick-up and distribute supplies, materials and equipment.
Follow safe practices as prescribed by California OSHA.
Operate a personal computer to enter data and generate records and reports.
Maintain appropriate stock levels.
Learn District organization, operations, policies and objectives.
Establish and maintain effective inventory and warehouse procedures.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Operate a variety of standard warehouse equipment.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Observe legal and defensive driving practices.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time employees to supervise or direct.

CONTACTS: Co-workers, other departmental personnel, vendors, and delivery drivers.

PHYSICAL EFFORT:

Lifting, carrying, pushing and pulling heavy objects.
Bending at the waist.
Reaching overhead, above the shoulders and horizontally.
Standing for extended periods of time, walking.
Dexterity of hands and fingers to operate a computer and other equipment and vehicles.

WORKING CONDITIONS:

Warehouse and outdoor environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Driving a vehicle during adverse weather conditions.