

DESERT COMMUNITY COLLEGE DISTRICT

WAREHOUSE OPERATOR

BASIC FUNCTION

Under the direction of an assigned supervisor, perform warehousing work in the operation of the District warehouse; perform technical duties in connection with receiving, storage and distribution of materials; assist in the maintenance of stock control systems for materials and equipment; perform central warehousing operations for the District, including a variety of delivery duties.

REPRESENTATIVE DUTIES

Organize and perform work related to the operation of the District's central warehouse. *E*
Establish and operate a system of receipt and verification of shipment, storage, issuance and delivery of materials. *E*
Send tracers on lost or damaged articles. *E*
Receive and sign for materials, equipment and supplies delivered on purchase orders. *E*
Inspect incoming stock for conformity to purchase order specifications. *E*
Report to vendors on freight line shortages, damages and other discrepancies. *E*
Interpret specifications for compliance with purchase order terms. *E*
Fill requisitions, package and schedule materials for delivery. *E*
Maintain current files of item locations and catalog numbers. *E*
Perform periodic and annual inventories. *E*
Prepare reports as required. *E*
Load and operate trucks, operate a fork lift and pallet jacks. *E*
Responsible for mail pick up at post office and delivery to College mail room or take mail to post office. *E*
Assist in determining storage space requirements, stock levels and condition of supplies.
Maintain warehouse and shelving in clean and orderly condition.
Maintain equipment release forms on file for items sent out for repair or loan.
Clean and repair office machines, furniture and equipment as assigned.
Assist Friends of the Library in storing and receiving books; help set-up for book sales.
Arrange storage of a variety of District records and files.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of modern warehousing and storekeeping, including procedures and record-keeping related to receiving, inspecting, follow-up and issuance of supplies and materials; inventory procedures, systems and control; proper methods of storage, lifting, loading and unloading equipment and supplies; appropriate safety precautions and procedures.

Ability to: Plan and organize warehouse, stores and delivery activities; follow-up and finalize corrections to shipment irregularities; make arithmetic calculations quickly and accurately; operate a fork lift and other hydraulically operated lift machinery; maintain accurate records of receipt, distribution and inventory; provide supervision to student aides or other workers; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two years of experience in the receipt, storage and issuance of supplies and equipment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Warehouse environment. Driving a vehicle to conduct work.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions