

TITLE: Warehouse Assistant

CLASSIFICATION: Classified

SALARY GRADE: C06

SCOPE OF POSITION:

Under general supervision, assists with the daily operations of the warehouse and performs shipping, receiving, and stocking activities. Stores and distributes supplies and equipment. Supports departments on campus with logistics needs. Maintains inventory and stock records.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Receives and inspects all incoming materials and reconciles inventory with purchase orders. Processes and distributes documentation with purchase orders. Reports, documents, and tracks damages and discrepancies on orders received.
2. Maintains inventory files and ensures fixed assets created on a requisition are entered into system.
3. Performs delivery and pick-up activities throughout the district. Completes related paperwork to ensure accurate records and tracking.
4. Oversees returns for cancelled or damaged items to external vendors. Picks up packages, creates shipping labels, and works with logistics companies.
5. Opens and maintains the warehouse to ensure an efficient and safe work environment. Provides customer service, including answering phones and mail processing.
6. Delivers tables and chairs for campus events. Assists or delivers specialty items and moves furniture from department to department.
7. Maintains warehouse vehicles, forklifts, and variety of equipment to ensure safety and regulatory compliance.
8. Fills supply requisitions, assists buyers in ordering adequate stores and supplies, and delivers orders to faculty and staff.
9. Receives and stores documents and confidential files. Assists with the maintenance of records of approved documents and confidential files destruction.

KNOWLEDGE OF:

1. Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials.
2. Basic stock inventory procedures.
3. Requisitions, purchase orders, invoices, packing slips, bills of lading, and freight tags.
4. Computerized warehouse record keeping systems.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Warehouse Assistant

ABILITY TO:

1. Perform general warehouse duties.
2. Maintain manual and computer records.
3. Perform physical labor.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

1+ year of previous experience working in warehouse and storage operations.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Forklift operation certification.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling, or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).