

WAREHOUSE ASSISTANT
(PART-TIME)

DEFINITION:

Under general supervision, the warehouse assistant receives, checks, stores, issues, delivers, and maintains inventories of equipment and materials and does related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following:

Receive and sign for delivered materials, supplies, and equipment; inspect incoming goods for proper quantity and quality of the delivery; fill requisitions for materials and supplies; respond to questions regarding stock items; take inventories and monitor supply levels; operate a forklift; maintain shelves and goods in clean and orderly condition; make routine and special deliveries to departments; perform data entry and other clerical tasks such as answering phones, filing, and processing mail; and may contact suppliers to expedite the delivery of ordered materials. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Any combination equivalent to graduation from high school and experience in receiving, storing, and issuing stock. Must possess a valid California driver's license.

Knowledge, Skills, and Abilities: Must have the knowledge of warehouse safety procedures; modern warehouse methods of receiving, storing, issuing, and keeping records of materials, supplies, and equipment; skill in operating a 10-key calculator, personal computer, phone, copy and fax machine; ability to make arithmetic calculations; lift or move up to 100 pounds; follow oral and written instructions; and the ability to maintain effective working relationships with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently required to sit, talk and listen, stand, walk, stoop, climb, use hands to operate, finger, and handle objects, controls, tools, and equipment. May frequently lift and/or move objects up to 100 pounds. Specific vision abilities required include close, distance, and color vision, depth perception, and the ability to adjust focus. The noise level in the work environment is moderately quiet.