

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: WAREHOUSE ASSISTANT

SALARY TABLE: 29

SALARY RANGE: 17

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of warehouse functions in support of College operations including the receipt, inspection, processing and issuing of assigned goods.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of warehouse functions in support of College operations including the receipt, inspection, processing and issuing of assigned goods; assure designated goods are delivered in a timely manner.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; sign for deliveries as needed; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other problems and discrepancies.

Shelve and store items in appropriate section of warehouse or assigned facility; load and prepare items for delivery; receive, fill and process purchase orders; pull, pack, sort and ship items to various locations according to established procedures; prepare related forms, labels and bills as required.

Drive a vehicle to various campus locations to deliver goods as assigned by the position; load truck with appropriate goods; assure deliveries comply with quantity and product specifications; pick up and deliver mail as required; inspect delivery vehicle to assure proper operating condition.

Prepare goods for sale as assigned by the position; prepare labels and price tags; affix identification, pricing, security and barcode labels to materials; prepare designated items for return as needed.

Review, verify and process invoices and other receiving documents as required; compare purchase orders with invoices and other receivers.

Prepare and maintain various records, logs and reports related to shipments, vendors, inventory and assigned activities; input receiving and purchasing order data into assigned computer system and maintain related automated records as directed.

Assist in maintaining appropriate levels of regular store stock items as assigned; follow up on delayed orders as appropriate; participate in regular and periodic inventories as assigned.

Operate a variety of warehouse equipment such as forklifts, pallet jacks, electric carts, dollies, handcarts and various hand and power tools; utilize a computer and assigned software as required.

Communicate with College personnel and various outside agencies to exchange information and resolve issues or concerns.

Move, arrange and assemble various furniture and equipment as required; arrange for the disposal of surplus furniture and equipment as directed.

Maintain warehouse and other assigned areas in a clean, orderly and safe condition.

Provide work direction and guidance to temporary and student workers as assigned by the position.

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Warehouse Assistant – Continued

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, procedures and terminology used in warehouse operations including shipping and receiving.

Use and terminology of purchase orders, invoices, packing slips and other warehouse documents.

Proper loading and unloading of trucks.

Operation of standard warehouse equipment.

Proper methods of storing goods.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Health and safety regulations.

Basic math.

ABILITY TO:

Perform a variety of warehouse functions in support of College operations including the receipt, inspection, processing and issuing of assigned goods.

Shelve, store and prepare warehouse items for delivery.

Review, verify and process invoices and other receiving documents as required.

Operate a variety of warehouse equipment.

Contact vendors regarding shortages, damaged goods or other discrepancies.
Utilize space efficiently and effectively.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years warehouse, shipping/receiving or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

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Warehouse Assistant – Continued

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Heavy physical labor.
Walking.

HAZARDS:

Working around and with machinery having moving parts.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.

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