

Classification and Qualification STANDARDS

Warehouse Worker

Class Code: 1508

Date Revised: 04-01-2005

FLSA: Non-Exempt

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

Under general supervision, the Warehouse Worker performs work involving the receipt, checking, storage, inventory, issue, and delivery of materials, equipment, and supplies; uses powered or non-powered materials handling equipment and delivery trucks; and prepares and/or files forms associated with receipt and delivery of goods.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Warehouse Workers typically perform work involving some or all of the following duties: receive incoming truck and parcel goods shipments or pick up shipments at vendor facilities or common carrier terminals; utilize a wide variety of powered and non-powered materials handling equipment (e.g., hand trucks, power fork lift, large trucks, Johnson bars, desk movers, dollies, carts, power lift gates, etc.) to load and unload trucks or other common carriers and to transport goods to specified areas; unload and/or unpack a wide variety of incoming material including office supplies, furniture, biological products, agricultural supplies, building materials, and industrial and mechanical equipment and employ special handling techniques when required for transport of fragile, toxic, inflammable, radioactive, or short shelf life goods; checks incoming material against invoices or bills of lading to verify correctness, condition, and quantity of items received and correcting any problems which arise; prepares items for delivery by palletizing, banding, labeling, or assembling with hand tools; stocks and restocks of shelves, bins or other storage facilities; takes physical inventories and keeps perpetual inventory records of quantities of stock on hand; and maintains warehouse and storage area.

The Warehouse Worker is distinguished from the Stock Clerk by the requirements to operate powered materials handling equipment, utilize special materials handling techniques, and perform heavy manual labor for a significant portion of the work time.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of methods, practices, and equipment used in receiving, storing, packing, and shipping materials and supplies. General knowledge of methods of taking inventories and maintaining inventory records.

Abilities:

Ability to match names and numbers quickly and accurately; keep simple records and make simple reports; read and write at a level appropriate to the duties of the position; make simple mathematical calculations; operate powered materials handling equipment; apply safe methods of moving heavy supplies and equipment; perform manual labor.

Experience:

One year of experience assisting in the receipt, storage, or issuance of materials from a centralized stockroom or warehouse, including some experience in the operation of fork lift trucks or similar power-operated materials handling equipment.

Prospective applicants who do not have the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

License:

Possess a valid California driver's license appropriate for each vehicle operated which may include two-axle single-motor and one towed vehicle (e.g., a trailer with a gross weight of 6,000 pounds or less) as required.