VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE:  WAREHOUSE ASSISTANT

BASIC FUNCTION:

Under the direction of Warehouse Supervisor or assigned supervisor, receive, process and store equipment and supplies; deliver equipment and supplies to appropriate campus and District locations.

REPRESENTATIVE DUTIES:

Receive materials, equipment and supplies; check items received against purchase order for accuracy; inspect merchandise for damage; assist in unloading delivery trucks as necessary.  

Process orders for supplies, materials and equipment according to established procedures.  

Deliver mail, materials and supplies to appropriate locations; load and unload trucks; drive to a variety of off-campus sites as directed.  

Store, stock and supply items; maintain shelves and stock in a clean and orderly condition.  

Operate warehouse vehicles and equipment including pallet jack, calculator, forklift, carts and trucks; conduct general inspection and service on campus vehicles; fuel vehicles; schedule and deliver vehicles for more extensive repairs.  

Prepare supplies for shipment and/or delivery.  

Operate a computer terminal to prepare and maintain inventory and related records and reports.  

Assist in taking stock inventory; rotate stock; order stock according to established guidelines.  

Install lettering and messages on campus marquee as assigned.  

Move furniture, staging and other equipment and assist in set-ups for meetings and events as needed.  

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic warehousing systems and procedures  
Health and safety regulations  
Proper methods of storing equipment, materials and supplies  
Equipment, materials and supplies used in community college districts  
Basic computer operation

Established March 1998
WAREHOUSE ASSISTANT (continued)

Interpersonal skills using tact, patience and courtesy
Record-keeping techniques

ABILITY TO:

Perform heavy physical labor
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Maintain accurate and up-to-date records
Operate a computer terminal to prepare and maintain inventory and related records
Operate a forklift, truck and other equipment involved in the performance of duties

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year experience in the receipt, storing, issuing and shipping of stock.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment
Driving to transport supplies

PHYSICAL ABILITIES:

Seeing to distinguish colors and locate supplies
Dexterity of hands and fingers to operate warehouse and office equipment
Lifting, carrying, pushing and pulling heavy objects unload heavy supplies and equipment
Bending at the waist
Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
Dexterity of hands and fingers to operate warehouse equipment
Walking or standing for extended periods of time

HAZARDS:

Working with objects stored overhead