

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WAREHOUSE/DELIVERY WORKER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform a variety of duties in the receipt, distribution, delivery, storage, inventory and issuance of District supplies, mail, materials, equipment and miscellaneous items.

REPRESENTATIVE DUTIES:

Receive, inspect, record, store and issue District supplies and equipment; prepare space and store materials received. *E*

Deliver supplies, equipment, mail and other materials to off-campus sites and other locations. *E*

Schedule, package, load, unload and deliver items to appropriate District sites. *E*

Package, weigh and prepare unwanted or defective goods to be returned to vendors or other original source of supply. *E*

Operate a forklift, pallet jack, hand truck and District vehicle to perform work. *E*

Assist in maintaining inventory; issue and deliver stock requisitioned and write necessary back-up orders; report low stock inventory.

Separate receipted items by delivery sites.

Prepare and maintain related reports, records and files.

Communicate with District personnel to coordinate activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of general warehouse work including the receipt, storage distribution, delivery, inventory and issuance of District supplies, materials and other items.

Operation of a delivery truck and other equipment related to warehouse work.

ABILITY TO:

Perform a variety of duties in the receipt, distribution, delivery, storage, inventory and

issuance of District supplies, mail, materials, equipment and other items.
Complete and maintain accurate records, logs and files.
Operate a forklift, pallet jack, hand truck, and District vehicle to perform work.
Establish and maintain effective relationships with others.
Learn to handle and store hazardous materials.
Understand and follow oral and written instructions.
Organize time and work space effectively.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of responsible warehouse and delivery experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Warehouse and Outdoor Environment:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, airborne particles and adverse weather conditions. Incumbent is required to climb into vehicles, climb and work on ladders, stand, walk, squat, stretch, and bend. The employee is regularly required to lift, carry, push or pull up to 100 pounds on a recurring basis. Position requires dexterity of hands and fingers to operate warehouse equipment and vehicles, and seeing to operate a motor vehicle.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.