

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5742

WAREHOUSE WORKER I

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Perform warehouse functions such as receiving, storing and issuing stock in a central warehouse or in a major area within a large warehouse.

BASIC FUNCTION

Perform manual labor and clerical work in receiving, storing, and issuing warehouse stock.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform heavy lifting and operate material handling equipment such as forklift trucks. Work is typically performed in a central warehouse area.

TYPICAL WORK

Unload, unpack, move, and load materials and equipment; inspect incoming items to verify condition and quantity received;

Prepare stock identification tags bearing coded information; place stock in proper storage locations; rotate stock as necessary;

Gather items from stock, verify descriptions, and issue materials, including flammable and hazardous materials, and equipment to fill appropriate requisitions;

Operate self-propelled lift trucks, hand trucks, dollies, and other loading and moving equipment used in warehouse activities;

Take physical inventories;

May occasionally drive trucks, up to and including two and one half ton trucks, to make deliveries to nearby areas;

May operate an automated order processing system;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND physical ability to do required work AND six months of experience in retail clerking, warehousing, stockkeeping, shipping, or receiving AND operation of material handling equipment OR equivalent education/experience.

New Class: 1-3-73
Revise MQ: 10-16-75
Revise Title: 1-13-77
Revise Class: 8-4-89