

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5744

WAREHOUSE WORKER II

Abolished Effective February 10, 2006

BASIC FUNCTION

Perform warehouse functions in a major area within a large warehouse or independently operate a small or decentralized warehouse; receive, record, store, issue, and ship stock and supplies; and dispose of surplus property.

DISTINGUISHING CHARACTERISTICS

Perform the warehouse and support functions of a major area within a large warehouse requiring performance of all elements of warehouse work (i.e., receiving, recording, storage, issuing, and shipment of stocks and supplies).

TYPICAL WORK

Load, unload, move, and distribute materials, including flammable and hazardous materials, and equipment;

Determine appropriate storage locations and placement of stock;

Unpack and assemble incoming items and check for condition, quantity, and type against shipping documents; make stock identification tags, code acquisition and handling charges, and process bills of lading;

Issue warehouse stock to fill requisitions; write issue tickets and obtain receipt for goods issued;

Spot check stock inventory; verify accuracy of records; assure proper storage conditions and practices;

Take physical inventories on regular basis;

Maintain warehouse arrangement and maximize space utilization to accommodate current stock;

Operate material handling equipment used in receipt, storage, and shipment of goods within warehouse areas;

Establish delivery priorities and delivery destination points through coordination with activities supported;

Oversee disposal of surplus or excess property;

May occasionally drive trucks to deliver or pickup materials;

May operate an automated order processing system;

Perform the duties of a Warehouse Worker I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND one year of experience in warehousing, stockkeeping, shipping, or receiving OR equivalent education/experience.

New Class: 8-4-89