DEFINITION:
Under general supervision, serve as lead in the receipt, storage, and issuance of materials, supplies and equipment; supervise other warehouse workers; and to do related work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Receives, stores and issues materials, supplies and equipment.
2. Checks incoming materials, equipment and supplies for conformity to purchase order, reporting shortages, damages and other discrepancies.
3. Inspects materials, equipment and supplies received for quality and quantity.
4. Assists with layout of storeroom and in taking inventory.
5. Stocks, loads and unloads material.
6. Makes occasional delivery to departments.
7. Packs and crates equipment and supplies for shipment to vendors of over shipments, damaged shipments and goods to be repaired.
8. Inventories laundry before sending out for cleaning.
9. Prepares inventory control slips and posts control numbers to equipment.
10. Supervises other warehouse workers.
11. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:
1. Warehouse procedures, requisitions, purchase orders, invoices and delivery slips and the use and meaning of each.
2. Methods used in receiving, storing, issuing and keeping records of supplies and equipment.
3. Proper and safe use of material handling equipment.
4. Methods of personnel supervision.
Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Follow oral and written directions and to keep simple records.

5. Follow prescribed routine independent of close supervision.

6. Exercise sound judgment in knowing when to refer questions to higher authority for decision.

7. Perform heavy manual labor.

8. Properly and safely use material handling equipment.

9. Establish and maintain cooperative relationships with those contacted in the work.

10. Operate a delivery truck safely.

11. Assign and supervise the work of others.

Experience:

1. Three years of warehousing experience, including experience in operation of a vehicle in delivery of materials, supplies and equipment, with public contact responsibilities, including or supplemented by some stock or storekeeping work. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

Education:

1. Equivalent to completion of the twelfth grade.

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