

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Warehouse Assistant-Driver	Range:	31
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of warehousing activities including stocking, shelving, filling store requisitions, and delivering supplies and equipment to various facilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Unloads, checks and shelves incoming deliveries, equipment and supplies; inspects incoming stock for conformity with purchase orders and reports shortages, damages and other discrepancies.
2.	Prepares requisitions and orders for delivery; picks up and delivers various items including school and office equipment, furniture and supplies from various locations.
3.	Uses computer to track equipment and supplies and to enter data regarding the status of warehouse inventories and requests.
4.	Communicates with staff to schedule deliveries, discusses purchase orders and requisitions and resolves problems; contacts vendors to resolve any problems related to purchase orders, stocks, or inventory.
5.	Operates a forklift, delivery vehicles and a variety of hand tools to perform warehouse and delivery activities.
6.	Maintain the warehouse in a clean, safe and orderly condition.
7.	Assists in periodic physical inventory of warehouse stock.
8.	Maintains a variety of records related to the receipt, return and inventory of warehouse stock.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Warehouse Assistant-Driver maintains frequent contact with District Accounting and Purchasing departments, and personnel, freight companies and outside vendors.

EDUCATION AND EXPERIENCE

High school graduation or equivalent
Sufficient experience and training in a warehouse or related environment involving receiving, storing, issuing and delivery of supplies and materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the usage and terminology of requisitions, purchase orders, invoices and other warehouse documents
Knowledge of the proper methods of storing equipments, materials and supplies
Knowledge of the proper methods of loading and unloading trucks
Knowledge of health and safety regulations
Ability to operate a forklift and delivery vehicles using safe driving techniques
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to use computers for information input
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Forklift Operation Certification

WORKING CONDITIONS

Warehouse environment and traveling from site to site to deliver materials; subject to frequent lifting (up to 80 lbs. unassisted), bending, standing, pushing and pulling .
