

## WAREHOUSE / STORES WORKER

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing/Warehousing and the day-to-day supervision of the Warehouse Supervisor, the job of Warehouse/Stores Worker is done for the purposes of maintaining required inventory levels; ensuring specifications, quantity and quality of orders received are correct; verifying stock and identifying losses; and maintaining an organized warehouse layout, ensuring that assignments are completed in a safe, proper and timely manner; and overseeing assigned workers as necessary.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Warehouse/Stores Worker is responsible for performing and overseeing the receiving, storing, inventorying, requisitioning and redistribution of equipment and supplies. The Warehouse/Stores Worker operates with more freedom to act, is typically assigned complete responsibility for specific warehouse functions and assumes responsibility for the warehouse in the absence of the warehouse supervisor. This class differs from the Warehouse Supervisor which is responsible for organizing and overall operation of the supply warehouse and the Warehouse/Delivery Worker which is responsible for the day-to-day transport of items to and from the warehouse.

### ESSENTIAL FUNCTIONS

- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by printing requisition information and then pulling form stock for the purpose of distributing shipment to assigned site locations and/or individuals.
- Inspects warehouse equipment for the purpose of maintaining equipment in save operating condition.
- Maintains various files and records (e.g. loss, expenditures, history of utilization, schedules, calendars, requisitions, catalogue, etc.) for the purpose of documenting activities and providing materials and reliable resource information.
- Processes report requests, documents, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Relieves for Warehouse Supervisor for the purpose of providing coverage in their absence.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

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- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Drives vehicle when assigned for the purpose of transporting orders to designated sites.
- Discharges surplus equipment (e.g. pickup at site, conduct sale, destroy, remove from inventory) for the purpose of removing unwanted equipment from site locations and complying with legal disposition regulations.
- Researches discrepancies in shipping/shipped items (e.g. difference between purchase orders and packing slips, delivery schedules, etc.) for the purpose of ensuring that ordered items are received at ordered pricing.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct. Conducts physical inventories for the purpose of verifying stock and identifying losses. Prepares orders by printing requisition information and then pulling from stock for the purpose of distributing shipment to assigned site locations and/or individuals. Inspects warehouse equipment for the purpose of maintaining equipment in safe operating condition. Maintains various files and records (e.g. loss, expenditures, history of utilization, schedules, calendars, requisitions, catalogue, etc.) for the purpose of documenting activities and providing materials and reliable resource information. Processes report requests, documents, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties. Relieves for Warehouse Supervisor for the purpose of providing coverage in their absence. Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently. Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources. Drives vehicle when assigned for the purpose of transporting orders to designated sites. Discharges surplus equipment (e.g. pickup at site, conduct sale, destroy, remove from inventory) for the purpose of removing unwanted equipment from site locations and complying with legal disposition regulations. Researches discrepancies in shipping/shipped items (e.g. difference between purchase orders and packing slips, delivery schedules, etc.) for the purpose of ensuring that ordered items are received at ordered pricing. Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

#### **RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

## **EDUCATION**

High School diploma or equivalent.

## **REQUIRED TESTING**

Pre-employment Proficiency Test

## **CERTIFICATES**

Fork Lift Certificate

## **CONTINUING EDUCATION/TRAINING**

None Specific

## **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance