



WAREHOUSE TECHNICIAN

Rev. June 2022

Job No.: Temporary

FLSA Status: Non-exempt

Reports to: Supervisor, Distribution Center

Dept./Campus: Business Services

Term: Seasonal/Part-Time

PRIMARY PURPOSE

To assist with check-in, processing, delivery, and inventory of materials.

MAJOR RESPONSIBILITIES AND DUTIES

- Assist with check-in, delivery, and inventory of materials.
- Assist with campus textbooks audits.
- Process new textbooks and instructional materials for delivery to campuses.
- Keep accurate records of deliveries.
- Assist with receiving merchandise from outside vendors.
- Maintain safe work environment.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISOR RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.

Knowledge/Skills/Abilities:

- Ability to understand and follow written and verbal instructions; and communicate effectively.

Physical/Mental/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Position will require the ability to drive, walk, stoop, kneel, climb and bend to perform work.
- Occasionally ascends/descends a ladder.
- May be exposed to intermittent sounds of a loud nature.
- May be exposed to outdoor weather conditions during portions of the day.
- May be exposed to high or low temperatures in the warehouse.
- Must move about within building to perform warehouse work.
 - Must be able to stand or walk for sustained periods of time.
 - Work near moving mechanical equipment.
- Constantly operates equipment and machinery.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently lifts and moves items weighing up to 50 pounds.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.

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- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Ability to lift up to 50 pounds repetitively.
- Occasional requires lifting up to 90 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedule
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.

Equipment Used:

- Equipment dollies, fork-lift, pallet-jack, shrink wrap machine and hand tools.