Clerk, Warehouse

FLSA Status: Non-Exempt
Pay Grade: 5
Job Title ID: 16358
Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Warehouse Supervisor

Job Purpose

To perform various warehouse operations activities including receiving, storage, delivery, and maintenance of supplies, materials, equipment, and surplus and salvage property.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Receives and inspects incoming shipments including visually inspecting packages, signing for deliveries, and/or refusing delivery of packages; processes receiving information and return goods; loads, unloads, sorts, and processes deliveries.
2. Delivers freight, supplies, interdepartmental mail, and other materials to campuses and other sites.
3. Stocks and pulls warehouse inventory; processes incoming departmental requests and paperwork.
4. Performs physical inventories of the warehouse; enters relevant database information; updates the Datatel Fixed Asset system.
5. Picks up and stores surplus, salvage, and temporarily stored property.
6. Pulls General Stores items; enters transactions into database for inventory purposes.
7. Processes mail including sorting, redistributing, and applying postage.
8. Provides administrative assistance in relation to the online Public Auction System.
9. Maintains, logs and assures safety of warehouse, vehicles, forklift, and other equipment.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Warehouse operations and activities.
- Inventory and warehouse documentation.
- Warehouse safety standards.
- Postal procedures and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing various warehouse operations activities.
- Receiving, unloading, inspecting, and processing deliveries.

- Stocking and pulling inventory.
- Processing mail in accordance with postal regulations and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills
Required
- Demonstrated proficiency using standard office software applications.

Physical Requirements
Required
- Must be able to continuously perform the essential functions of the job for an eight hour shift, with the exception of designated break periods.
- Must be able to detect signs of dangerous obstacles and hear a horn/warning device at a distance of 30 yards.
- Routine carrying and lifting of objects up to 100 pounds.
- Work involves climbing stairs, ladders, and working at heights above 30 feet.
- Work involves walking, standing, kneeling, and stooping.

Work Experience
Required
- One year warehouse work experience.

Education
Required
- High School diploma or equivalent.

Licenses/Certifications
Required
- Valid Texas Drivers License.Forklift Certification.

Safety
Required
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.