

Specification for Class of

WAREHOUSE WORKER 1

**Abolished Effective February 10, 2006**

Definition: Performs manual labor and routine clerical work in receiving, ordering, storing, rewarehousing, issuing/shipping, delivering or picking supplies, equipment, furnishings or provisions in a commissary or warehouse.

Distinguishing Characteristics: These positions are located in separate buildings devoted to receiving, storing and shipping supplies, equipment, furnishings or provisions. Their size and separate location distinguish them from the Stock Clerk and Stores Clerk classes, as well as the need to use mechanized equipment to store goods, i.e., forklift trucks, etc.

Typical Work

Unloads, opens and checks incoming and outgoing stock; places stock in proper storage places;

Makes up stock identification tags bearing coded information;

Files purchase orders, directives, requisitions, receiver's reports and correspondence;

Transports supplies, equipment and provisions to and from depots, stores and using locations in light truck or van or car; assists in moving furniture and equipment;

Performs or assists with receiving inspection of supply parts, equipment and materials;

Issues supplies, electronic parts and components from storage locations according to approved requisitions; prepares requisitions and purchase requests for supply items as directed;

Assembles, packages and delivers or arranges for delivery of goods, materials and equipment; performs minor routine repairs and/or assembling work on furniture and equipment;

Operates light truck, van, hand truck, dollies, forklift, or other mechanical stock handling equipment;

Assists in taking physical inventories;

Performs duties involved in maintenance, arrangement and cleanliness of the facilities and its equipment;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: proper storage and handling procedures for perishable foods, hard and soft goods, flammable liquids, and fragile items, or electronic parts, components and equipment; storekeeping methods and records; inventory and inspection procedures; mechanical stock handling equipment; electronic parts catalogues and numbering systems.

Ability to: operate light truck or van and other mechanized stockmoving equipment; lift heavy objects; perform prolonged physical labor; understand written and oral instructions; perform simple arithmetical computations; prepare and maintain routine supply records.

#### Minimum Qualifications

One year of experience in retail clerk or sales, warehousing, shipping, receiving, stockkeeping, swamping, or truck driving.

#### NOTE:

1. A valid driver's license may be required.
2. Eligibles may be certified with experience in special stores operation, i.e., electrical/electronic equipment.
3. Satisfactory physical condition as indicated by an agency approved physical examination may be required.

Revised September 15, 1965

Revises minimum qualifications

Revised September 7, 1973

Title change (formerly Warehouseman I AP)

Revised April 14, 1978

Revises definition and minimum qualifications, adds distinguishing characteristics, general revision

Revised July 13, 1990

Revises minimum qualifications

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