

Specification for Class of

WAREHOUSE WORKER 2

Abolished Effective February 10, 2006

Definition: In addition to duties assigned to Warehouse Worker 1s, manages or assists in the management of a commissary or warehouse; or performs specialized warehousing functions in a large volume, fast turnover warehouse, or electronics/communications stockroom; or in a residential facility that is eligible to have a Warehouse Supervisor 2, has complete charge of property inventory control maintenance.

Distinguishing Characteristics: In a commissary or warehouse, these positions may have lead responsibilities in facilities with more than one employee; or supervisory responsibilities in facilities with less than three subordinates; or may manage the complete operation of a single-position commissary in an institutional facility. In a large volume, fast turnover warehouse performs any of the following functions: checking, recuperating, dispatching, or full-time forklift operation.

Typical Work

Supervises or participates in the procuring, receiving, unloading, moving and loading of various types of materials, equipment or electronics/communications components and equipment;

Conducts ongoing property inventory control maintenance; responsible for accurate maintenance of accounting records that identify inventory on hand in addition to that being shipped and received;

Stores or directs placement of stock;

Supervises or participates in unpacking incoming items and checking their condition, quantity, and type, against shipping documents; makes stock identification tags; coding acquisition and handling charges shown on receiving documents;

Prepares items for shipment and makes up necessary shipping papers, tags or labels; maintains records of such transactions;

Issues warehouse stock to fill requisitions; writes issue tickets and obtains receipts for goods issued;

Plans work of subordinates, students, patients or residents and instructs them in commissary or warehousing duties; maintains security regulations in connection with resident work detail;

Orders items to establish and maintain stock levels, anticipating needs; determines or recommends type and quality of supplies and provisions to be purchased; and maintains records of same;

Conducts physical inventories; prepares and maintains perpetual inventory, records, and correspondence files; keeps other records as required;

Transports or plans for transport of supplies, equipment, and provisions to and from depots, stores, and using locations in light truck, van or car;

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

Supervises or participates in the maintenance, arrangement and cleanliness of facility and equipment;

Prepares and maintains shop requisitions;

Maintains good safety practices;

Performs other work as required.

Knowledge and Abilities

Knowledge of: proper storage and handling procedures for perishable foods, hard and soft goods; flammable liquids, electronic parts, components and equipment, and fragile items; warehouse receiving, inventory and stock identification methods; mechanical stock handling equipment; electronics/communications parts or equipment catalogues and numbering systems.

Ability to: maintain accurate property inventory control records; lift heavy objects; perform prolonged physical labor; understand written and oral instructions; estimate stock needs, maintain stock levels, and conduct receiving inspections and inventories; supervise work of others; perform arithmetical computations or perform procurement procedures.

Minimum Qualifications

Two years' experience in warehousing, stockkeeping, receiving or shipping in a warehouse operation, retail store or commissary, or closely related work.

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 II)

Revised April 14, 1978

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

Revised March 11, 1983

Revises definition, general revision

Revised July 13, 1990

Revises minimum qualifications