

# **Lead Warehouse Worker**

## **Position Summary**

Under the direction of the Purchasing & Warehouse Manager, the Lead Warehouse Worker receives, stores and issues various types of supplies and equipment as needed for the operation of the UAIC government offices, school and other related entities; picks up and delivers mail, supplies, equipment, and furniture; ships goods to vendors and performs janitorial duties as needed. This position will also be responsible for the physical organization and accuracy of all onsite and offsite warehouse inventory and for communicating tasks and goals to other warehouse team members.

## **Job Functions**

### Essential Functions

- Inspect incoming stock and supplies for conformity with purchase orders' specifications and report any discrepancies or damages
- Keep accurate and current records of stock and stock transactions
- Appropriately prepare/package materials and equipment to be returned to vendors or to be shipped elsewhere, obtaining the best shipping price and utilizing the most appropriate shipping method
- Maintain inventory control
- Prepare inventory reports and conduct non-inventory audits
- Maintain and practice up-to-date knowledge of FIFO food rotation method to ensure quality and freshness of food and supplies
- Perform regular cycle counts of inventory items
- Move inventory to various buildings/departments and to special events manually and by handcart
- Provide space planning for new items, special deliveries and event supplies
- Assist with coordinating event supplies receipts
- Assist with determining what items should be considered expensed/consumable following an event
- Communicate daily tasks and goals to other warehouse personnel
- Maintain electronic files of packing slips and related documents

### Non-essential Functions

- Maintain order and cleanliness of warehouse office and storage areas
- Perform minor maintenance on warehouse equipment
- Coordinate and deliver daily mail and supplies to all departments
- Load and unload equipment and supplies from vehicles and delivery trucks by hand or by use of hand truck
- Perform related work as required

## **Knowledge, Skills, and Abilities**

### Knowledge

- Methods and practices of receipt, storage, inventory and distribution of supplies and equipment

- Excellent computer literacy, specifically with Microsoft Office, including Word, Excel, and Outlook.
- Knowledge of clerical procedures associated with shipping, receiving, and storage of food and supplies
- Knowledge of cold storage procedures
- Knowledge of FIFO food rotation procedures
- Knowledge of hazards and safety precautions of this type of work
- Knowledge of methods of loss prevention

#### Skills

- Sort and compare names and numbers accurately and rapidly
- Possess clear written and verbal communication
- Attention to detail and ability to follow written and verbal directions
- Well-organized, and able to manage multiple projects simultaneously
- Self-motivated with a willingness to take initiative to solve problems
- Accurate data entry skills
- Valid driver's license and ability to be covered by UAIC's insurance policy for employees utilizing company vehicles
- Valid food handler's card or skills to obtain one

#### Abilities

- Ability to work effectively with others as a team, as well as ability to work well independently
- Ability to work under pressure and with tight deadlines
- Ability to quickly learn and apply policies and procedures
- Ability to operate standard office equipment
- Ability to learn and apply safety rules and regulations related to warehouse operations and equipment usage
- Ability to maintain accurate warehouse and inventory files and records as assigned
- Ability to communicate effectively in both oral and written forms
- Ability to think in terms of continuous process improvement
- Ability to create organizational solutions and systems
- Ability to understand and follow oral/written instructions
- Ability to perform accurate arithmetic calculations using basic addition, subtraction, multiplication, and division
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Ability to work in frozen food storage area
- Ability to work with computer software to maintain inventory integrity
- Ability to operate various office equipment
- Valid California driver's license is required
- Ability to drive a box truck and a large van (up to 10 passenger van size)
- Ability to clear all necessary background checks

#### **Qualifications**

##### Minimum requirements

- Education: High school diploma or equivalent

- Experience: Three (3) years of warehouse experience with inventory knowledge

Preferred qualifications:

- One(1) to two (2) years in a supervisory role
- Two(2) to five (5) years of prior food-handling experience
- Understanding of Microsoft applications, including Word, Excel and Outlook required. Microsoft Dynamics GP a plus
- OSHA knowledge

### **Working Conditions**

While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 15 pounds, frequently lift and/or move objects up to 50 pounds, to and from locations in temperature extremes, such as heat in excess of 100 degrees F., and cold below 20 degrees F. The specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus, all with or without correction.

### **Special Requirements**

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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