

Warehouse Worker

Position Summary

Under the direction of the Purchasing & Warehouse Manager, the Warehouse Worker assists with receiving, stocking, and issuing various types of supplies and equipment as needed for the operation of the UAIC government offices, school, and other related entities. This position is also responsible to pick up and deliver mail, supplies, furniture, and ship goods to vendors. Tact, poise, and sound judgment are routine requirements in communicating with internal and external contacts, offices, and organizations.

Job Functions

Essential Functions

- Practices and maintains up-to-date knowledge of FIFO (First-In First-Out) food rotation method to ensure quality and freshness of food and supplies
- Receives product deliveries and checks packaging slips for accuracy
- Loads and unloads equipment and supplies from vehicles
- Inspects food product deliveries for quality
- Puts inventory away in proper storage areas and rotates stock
- Assists with routine cycle counts to ensure accuracy
- Delivers supplies to all departments and break rooms
- Stocks all conference room refrigerators while rotating items and ensuring all stock is pulled one day prior to expiration date
- Stocks all breakrooms, janitorial supplies, paper and copier toner to all locations
- Picks up and transports items to and from various locations
- Picks up USPS mail
- Delivers interoffice mail to appropriate staff throughout the day
- Oversees janitorial closets inventory and reports any overuse that could be considered abuse of items
- Maintains order and cleanliness of warehouse office and storage area
- Performs inventory control as directed

Non-essential Functions

- Escorts vendors on property as needed
- Performs minor janitorial duties
- Performs minor maintenance on warehouse equipment
- Serves as a back-up and assist as needed with the following:
 - Inspect incoming stock and supplies for conformity with purchase order specifications
 - Report any discrepancies or damages
 - Keep accurate and current records of stock and stock transactions
 - Appropriately prepare and package materials and equipment to be returned to vendors or to be shipped elsewhere, obtaining the best shipping price and utilizing the best shipping method
 - Work with computer software to maintain inventory integrity
- Performs other duties as required

Knowledge, Skills, and Abilities

Knowledge

- Methods and practices of receipt, storage, inventory and distribution of supplies and equipment
- Proficient 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 for 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 skills
- 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 form
- 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
- Ability to drive to and from off-site locations
- 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 obtain an OSHA forklift certification
- Ability to work a flexible schedule to provide coverage when needed
- Ability to clear all necessary background checks

Qualifications

Minimum requirements

- Education: High school diploma or equivalent
- Three years of warehouse experience with inventory knowledge
- One year of forklift experience
- Proficient computer literacy, specifically with Microsoft Office, including Word, Excel, and Outlook.

Preferred qualifications:

- 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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