

Position: Warehouse/Mailroom Clerk	Position Number:
Department: Maintenance	FSLA: Non-exempt
Reports to: Director, Maintenance and Operations	Salary Grade: 112

Summary

Under the direction of the Director, Maintenance and Operations, performs duties related to the operation and maintenance of a central warehouse and operation of the College mail room. Processes incoming and outgoing packages. Answers, provides information and redirects calls from the college telephone information line.

Essential Duties and Responsibilities

- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Provides storekeeping of goods, materials, supplies and equipment. Coordinates and participates in the annual warehouse inventory. Observes and enforces fire prevention and related safety rules and standards.
- Performs mailing, sorting, and packaging of mail for incoming and outgoing deliveries.
- Answer the College's general information telephone line. Provides information, answers inquiries or redirects calls as necessary.
- Serves as backup driver to perform routine and special deliveries of supplies, materials, equipment and mail.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on assigned operations and activities.
- Coordinate and communicate with outside vendors regarding district-wide warehouse and mail services.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a working knowledge of the principles and practices of the operations, services and activities of centralized warehousing. Requires a thorough understanding of warehouse record keeping techniques including appropriate computerized inventory programs. Requires general working knowledge of office and clerical procedures and equipment

including computers, telephone systems and postage meters. Requires sufficient writing skills to perform basic report writing and record keeping. Requires sufficient human relations skill to work cooperatively with College staff and outside vendors.

▪ **Abilities**

Requires the ability to plan, prioritize and perform work in order to meet schedules and timelines. Must be able to write and maintain records according to College standards. Must be able to write basic reports and document transactions. Requires the ability to coordinate and perform physical inventory counts.

▪ **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a sustained basis. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires sufficient hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to drive a delivery vehicle, use a computer, postage meter and read numbers and words. Requires the ability to operate a hand truck and a commercial forklift.

▪ **Education and Experience**

High School diploma or equivalent required. Minimum of 2 years of progressively responsible experience performing a variety of warehouse/mailroom related duties including but not limited to order fulfillment, inventory control and analysis, order entry, postage metering, and inventory accounting/identification.

▪ **Licenses and Certificates**

- Valid drivers license – DMV record required
- Must be able to obtain a forklift operators certification within the first 6 months of employment.