

WAREHOUSE ASSISTANT*

Function of Job:

Under direct supervision of designated supervisor, to perform duties involving loading/unloading, storage and delivery of products/materials and other college/university-owned property.

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1. Be responsible for moving, transporting, pickup and delivery of products/materials on assigned schedules to appropriate areas within college/university community, maintaining a travel log.
2. Drive, clean and perform safety/maintenance checks on vans, trucks and service vehicles, as assigned.
3. Assist in receiving incoming products/materials and applying special handling/precautionary measures for loading/unloading perishable and non-perishable products/materials.
4. Verify acceptance of products/materials as to condition, quality and compliance with specifications and enter pertinent information, such as purchase order, bill of lading, product and quantities, into computerized records.
5. Handle claims for damaged/misdirected/lost materials, maintain related logs and dispatch outgoing freight by means of most appropriate methods, as required.
6. Assist in inventory/storage of stockroom/food items, checking/verifying articles with identifying codes.
7. Assist in maintaining logistics system in relation to moving stock items according to first-in first-out procedures.
8. Fill stock/food orders, as requested on requisitions, check items as to quantities/descriptions/size, and obtain appropriate signatures, as required.
9. Be responsible for safe handling, storage and transporting of hazardous materials and spontaneous combustion/toxicity material which require special treatment; determine and select proper protective equipment in handling substances.
10. Operate fork lift trucks and other warehouse equipment.
11. Clean and maintain warehouse facility in a neat and orderly condition.
12. Erect and dismantle storage racks/bins, as required.
13. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Possession of a valid motor vehicle operator's license for State of New Hampshire.
2. Thorough knowledge of state laws governing the operation of motor vehicles and skill in operating heavy vehicles on a large campus.
3. Ability to follow oral and written instructions.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
5. Must be able to wear and use appropriate personal protective equipment, as necessary.

Additional Desirable Qualifications:

1. High school diploma.
2. Knowledge of safe working practices.
3. Experience in customer service.
4. Understanding of NH State Health/Sanitation Codes and Hazardous/Chemical Materials Handbook.

10/19/95

System Approval

10/19/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position

* Revised - original approved 3/20/75 and revised 2/20/79 and 6/1/88 as "Warehouse Worker" and revised 8/31/88 as "Warehouse Assistant."