

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Warehouse Assistant

BASIC FUNCTION: Under the supervision of the area Supervisor, assists in the receipt, inspection, storage, and delivery of supplies and equipment at the warehouse; assists in the issuance and delivery of supplies and equipment from the warehouse to various locations.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Assists in receiving, storing, and issuing of inventory, materials, supplies and equipment.
2. Fills requisitions received from departments.
3. Checks supplies for shortages, breakages, damaged merchandise, substitutions, etc., and in the event of the above, notifies the Warehouse Supervisor.
4. Informs staff of deliveries as necessary and answers any inquiries regarding deliveries
5. Delivers supplies, equipment, mail, etc., from the warehouse to various locations as needed.
6. Assists in maintaining the warehouse in a clean and orderly condition.
7. Performs other general duties such as marking stock, filling shelves, preparing for and assisting with inventories and alerting supervisor as to need for ordering supplies.
8. Assists in carrying out recycling procedures, which may include baling cardboard boxes and trash compaction functions.
9. May assist with basic office functions, as needed.
10. May assist with deliveries of tables and chairs for special events, as needed.
11. Provides work direction to student and hourly workers.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: One year of general experience in warehousing and/or inventory work is required. One year of forklift experience is required.

LICENSES/CERTIFICATIONS REQUIRED: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Warehousing operations.

ABILITY TO: Drive pickup truck and forklift; follow oral and written directions; lift, move, sort, and store heavy objects; maintain computerized records; ability to organize work effectively.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, delivery people, and IDS of all departments.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity hands, limbs, and body in the operation of warehouse equipment. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Warehouse environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.