

BASIC FUNCTION:

Under the direction of the Manager, Purchasing Services, organize and direct the activities and

Coordinates and participates in the performance of periodic and annual inventories and other

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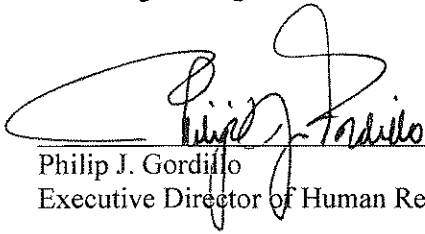
Assure proper and timely collection and distribution of supplies and materials.
Operate a forklift, pallet jack and other equipment utilized in the warehouse.
Utilize space efficiently and effectively.
Load, unload, collect and distribute supplies and materials.
Take inventory and maintain accurate control systems.
~~Establish effective stock keeping procedures.~~

Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Plan routes for destination.
Maintain records and prepare reports.
Observe legal and defensive driving practices.
Observe health and safety regulations.
Communicate effectively both orally and in writing.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.



Philip J. Gordillo
Executive Director of Human Resources

01/11/2012
Date

Approved by Personnel Commission: June 23, 2011

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