

**Job Summary:**

Under direction and general supervision of Facilities Manager and/or designee, receive, store, maintain, issue, and deliver equipment, materials, supplies, merchandise, foodstuffs, and/or tools. This position will also compile stock records in stockroom, warehouse, or storage yard.

**Essential Duties:**

- Drive vehicle to load, unload, deliver, and pick up supplies including but not limited to furniture, tools, custodial supplies, maintenance supplies, educational supplies, and food.
- Receive incoming orders and unpack materials, supplies, tools and equipment.
- Count, sort, and/or weigh incoming articles to verify receipt of items against packing lists and purchase requisitions and notes discrepancies or damaged items.
- Pack and return damaged, surplus or outdated materials, as needed.
- Store materials on designated shelves, racks, bins, or other designated areas according to identifying information such as style, size, or type of material; ensure storage areas remain neat and orderly.
- Fill orders from stock and prepares items for loading and/or shipping as designated.
- Coordinate directly with department staff to arrange pickup and delivery of equipment, materials, and supplies.
- Conduct periodic, special, and routine inventory of stock items and prepare orders to maintain appropriate inventory levels.
- Compile and maintain reports on adjustments to inventory counts and stock records, spoilage of or damage to stock, location changes, refusal of shipments, and use of stock handling equipment.
- Determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space.
- Sort, wash, dry, and appropriately store program laundry.
- Keep delivery vehicles clean, inside and outside.
- Maintain delivery schedule and enter appropriate information into an electronic system to initiate/complete shipping and receiving transactions.
- May assist with facilities projects including but not limited to assembling and moving furniture and equipment.
- Perform other related duties, as assigned.

**Responsibilities include:** regularly required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position will occasionally work near moving mechanical parts, in high, precarious places, and in outside weather conditions. The noise level in the work environment is usually moderate.

**Skills to:**

- perform accurate inventory and maintain corresponding records;
- add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- compute rate, ratio, and percent and to draw and interpret bar graphs;
- understand and carry out directions that were delivered orally or in writing;
- use standard office equipment necessary to perform assigned duties;
- efficiently manage time and set priorities to complete assigned tasks;

**Knowledge of:**

- safety regulations, practices, and procedures;
- managing inventory and supplies;
- shipping and receiving procedures;
- correct English word usage, spelling, grammar and punctuation;
- appropriate records management procedures;
- techniques and methods for safely lifting and carrying heavy objects;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- meet schedules and timelines;
- create, update, and maintain electronic records;
- communicate effectively and understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- plan and follow delivery routes;
- follow safety regulations, practices, and procedures;
- operate hand and power tools in a safe manner;
- lift boxes and items to and from the floor, shelves, cart, and delivery vehicles;
- travel locally and out of county using personal vehicle.

**Experience Required:**

- One (1) year of experience with shipping, receiving, maintaining inventory, or assisting with supplies.

**Education Required:**

- High school diploma or equivalent required.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

**FLSA Status:** Non-Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.