



Position Title: Part-Time Warehouse Specialist/Technician

Job Code: 8221

Reports To: Warehouse Supervisor

Grade: A4

FLSA: Non-Exempt

Job Description:

The Part-Time Warehouse Specialist/Technician provides support to the computer technician, the records specialist, and the general furniture and equipment storage area of the consolidated warehouse.

Duties & Responsibilities:

- Drives a college vehicle to pick up and deliver college records and equipment
- Assists in identifying computers and peripheral devices arriving at the warehouse that are in working condition
- Unloads trailers and trucks
- Conducts inventory of all items with property control numbers arriving at the warehouse
- Assists the records storage employee in palletizing record boxes
- Stores record boxes by pallet using a filing system and a forklift to move the pallets to its allocated space
- Performs warehouse minor repairs and maintenance to keep the place in a clean and safe environment
- Drives a forklift to move heavy equipment to its allocated space
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum of two 2 years in warehouse and receiving experience required
- Knowledge of warehousing procedures.
- Computer technical knowledge.
- Experience in inventory control desired
- Must be able to drive college vehicle
- Valid Florida Drivers License required
- Forklift license preferred

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name