

BLACKFEET HOUSING JOB DESCRIPTION

Job Title: Warehouse worker

Department: Warehouse

Reports to: Warehouse Supervisor

Summary of Work: This position is responsible for the coordination of receiving and storing inventory as well as the issuance and distribution of the materials from the warehouses.

Essential Duties and Responsibilities: Include the following:

- Compile and maintain record of the quantity and type of material and equipment merchandise and supplies in the warehouse
- Maintains an effective record keeping system so that all deliveries can be reconciled with purchase orders and that issues are identified by unit numbers for job costs
- Physically counts materials, equipment, and supplies in stock and submits a written count to the warehouse supervisor
- Issues items to contractors only through a material list prepared by the warehouse supervisor by counts or weights to ensure warehouse standards
- Receives materials from vendors in correspondence with purchase orders on receiver form to ensure warehouse standards
- Store all materials according to product specifications within a 24-hour period.
- Operates a forklift to load and unload materials
- Upkeep and organize the warehouse facilities, yard and equipment
- Knowledge of warehouse procedures
- Knowledge of construction materials, equipment and supplies
- Calculate and compile order-related statistics, and prepare reports for supervisor
- Check inventory records to determine availability of requested merchandise
- Confer with warehouse supervisor in order to expedite or trace shipments
- Review orders for completeness according to reporting procedures and forward incomplete orders for further processing
- Code all materials received
- Inspect products or materials for damage, defects, or shortages
- Must adhere to Blackfeet Housing Vehicle Policy
- Observe work hours
- Performs assigned duties
- Demonstrates punctuality
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- Adheres to strict confidentiality
- Trustworthy
- Other duties as assigned

Education/Experience:

- High School Diploma or GED equivalent required
- Training and experience equivalent to related field

- Must have a minimum of 3 years' hands on related field

Certificates, Licenses, Registrations:

- Must have a valid Montana Driver's License
- Must be insurable for operation of departmental equipment/vehicle

Human Contact:

Daily contact with:

- Warehouse Supervisor
- Maintenance department
- Renovation department
- Contractors

Language skills:

- This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions

Mathematical skills:

- Must possess basic mathematical skills

Responsibility for equipment, records, or facilities:

- Ability to use computers to enter, access or retrieve data
- Responsible for securing all materials

Financial Responsibilities:

- Basic budgeting skills
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Responsibility for safety of others:

- Daily contact with Contractors insuring their safety

Work of Others/Supervisory Responsibilities:

- N/A

Job environment/ hazards:

- Required to work in the field and in the office as determined by the Warehouse Supervisor

Physical demands:

- Must be able to loads up to 65lbs
- Frequent handling, repositioning, pushing, lifting, or pulling heavy objects or strenuous efforts such as climbing, crawling, jumping or crouching

Mental demands:

- Must be able to maintain sound judgment under stressful conditions