

BLACKFEET INDIAN HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION: Warehouse Worker

DIVISION: Warehouse

ACCOUNTABLE TO: Warehouse Division Manager

SUMMARY OF WORK: This position is responsible for receiving, storing, and distributing materials, tools, equipment, and products to authorized staff. This position compiles and maintains record of the quantity and type of material, equipment, and supplies in the warehouses as well as maintains the warehouse facilities, yard, and equipment.

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

JOB CHARACTERISTICS:

Nature of Work: This position performs physical labor duties which require attention to detail and safety. Work is performed in a warehouse setting during normal work hours. Position must perform physical duties which includes lifting, (60 lbs.), and moving inventory as well as cleaning and operating a forklift. Position must practice and adhere to safety procedures and techniques at all times.

Personal Contacts: Daily contact with contractors, employees, and supervisor through face to face contact.

Supervision Received: Receives daily instruction from the Division Manager through face to face contact and by telephone.

Essential Functions: This position requires the ability to: communicate orally and in writing, read written material, physically conduct inventory count; issue items to contractors, receive materials from suppliers and vendors, inspect inventory items; clean and organize the warehouse, operate a forklift, and maintain an effective record keeping system.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

--Receives, stores, and distributes the material, tools, equipment, and products to authorized staff.

- Compiles and maintains record of the quantity and type of material, equipment, merchandise, and supplies in the warehouse.
- Upkeeps and maintains the warehouse facilities, yard, and equipment.
- 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 material, equipment, and supplies in stock and submits a written account to the Inventory Control Clerk for computer input.
- Issues items to contractors only through a material requisition form by counts or weights to ensure company standards.
- Receives materials from vendors in correspondence with purchase orders on receiver form to ensure company standards.
- Stores all materials within a 24-hour period.
- Operates a forklift to load and unload materials.
- Cleans and organizes the warehouse on a daily basis.
- Assumes any additional duties and responsibilities assigned by supervisor.
- Performs other related duties as required or assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a basic knowledge of: construction materials, equipment, and supplies; warehousing procedures and techniques; and record keeping system.

Skills: This position requires skills in the use of a computer and general office equipment as well as skills in the operation of hand tools and warehouse equipment.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; practice and employ safety procedures and techniques in all aspects of the job duty; lift and handle heavy items; be trustworthy and reliable; be organized; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or GED equivalent preferred
- Must have a valid Montana Driver's License.
- Work physical required

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality.
- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Adheres to standards of confidentiality.
- Stores all materials within a 24-hour period.
- Operates a forklift to load and unload materials.
- Upkeeps and maintains the warehouse facilities, yard, and equipment.
- Receives, stores, and distributes the material, tools, equipment, and products to authorized staff.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Adheres to BH Vehicle Policy

Signature: _____ Date: _____

Supervisor: _____ Date: _____