

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Warehouse Worker

POSITION NUMBER:

800-641- 6220-002

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration / MSSB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

BSB / Warehouse Unit

SUPERVISOR'S NAME:

Roberto Flores

SUPERVISOR'S CLASS:

Warehouse Manager I

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

Must possess current forklift certification. Repetitive physical stacking of 50 lbs. boxes.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

## SUPERVISION EXERCISED (Check one):

- None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

To procure and provide essential products and services to management and staff of the California Department of Social Services (CDSS) and to the CDSS' clientele.

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**CONCEPT OF POSITION:**

Under supervision of the Warehouse Manager I, within the Business Services Bureau, the Warehouse Worker (WW) performs journeywork in the receipt, storage, inventory, and issue of materials. The volume of varied products and supplies requires knowledge of methods, practices, and equipment used in receiving.

**A. RESPONSIBILITIES OF POSITION:**

- 35% Deliver all materials to the various units within Headquarters and out-stationed offices. Assist with the pick up of material from Headquarters/out-stationed offices. Maintain daily delivery record for all supplies delivered, the destination of delivery, and estimated time of delivery. Maintain an inventory of all products stored at the Warehouse.
- 35% Assemble and pack orders for shipment based on schedule of work to be performed, or by priority, in reading the order request and fulfilling customer needs. Orders are received either by e-mail, fax machine, or phone calls. Load/unload trucks either by hand or use of material handling equipment. Ship forms, PPE, supplies, and equipment to various locations. Complete all distributions by sorting various materials for offices and completing all shipping documents.
- 25% Receive incoming shipments and verify accuracy counts and the condition of product received. Report any discrepancies in quantity or condition of product to the Manager, ensuring the amount and delivery are correct. Sort, tag, and stock incoming shipments received, complete paperwork, files stock receipt reports for inventory received.
- 5% Drive to vendor locations and pick up purchase orders. Sweep, perform light housekeeping and keep pallets organized and flagged in order to maintain a neat and orderly work area.

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**B. SUPERVISION RECEIVED:**

Under general direction of the Warehouse Manager I, Business Services Bureau.

**C. ADMINISTRATIVE RESPONSIBILITY:**

None

**D. PERSONAL CONTACTS:**

The Warehouse Worker has contact with Department Staff, Managers, various State Agencies, freight companies and the general public.

**E. ACTIONS AND CONSEQUENCES:**

Failure to use exercise good judgement could result in significant negative financial impact to the Department, inefficiencies and noncompliance to existing mandates.

**F. OTHER INFORMATION:**

The Warehouse Worker must possess excellent customer services skills, communicate effectively and exercise good judgement and tact when working with other staff and the general public. Be flexible and adjust to changing work priorities. Perform heavy physical labor, operate and maintain electric pallet jacks, forklifts and delivery truck/van. This position requires the employee to possess a valid California Drivers License, with DMV clearance, and attend a defensive driving course every four years.