

# Position Description for Warehouse Worker

## BASIC FUNCTION OF POSITION

Perform a variety of manual supply duties typically associated with warehouse operations and the pick-up/delivery of supplies, furnishings, and equipment.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

Assist with the maintenance of welcome kits inventory and preparation of kits for incoming and departing employees and assist with report preparation as necessary. 20%

Perform a variety of manual duties typically associated with warehouse operations and the assembly, disassembly, and pick-up/delivery of supplies, furnishings, appliances, and equipment. Operate forklift to load and unload items onto trucks or store properly on a regular basis. Assist with the delivery/pick-up of welcome kits for arriving and departing AIT employees. AIT warehouse employees assist with identification/recommendation to the Supply Supervisor residential/office furniture that may need to be reupholstered and/or refinished. Such recommendations are especially helpful during the residential “make-ready” process. Warehouse employees also assist with the taking of residential inventory upon departure of American employees. They oversee and perform duties associated with AIT daily work requests, support pouch runs, prepare items for warehouse sales, prepare venues for AIT ceremonies and official functions, oversee official delivery and pick-up of secure and not secure items and organize expendable and non-expendable items within the warehouse. Incumbents also ensure that all warehouse items are properly stored and protected which is an extremely time-consuming, but essential precaution for this multi-million dollar operation of AIT furnishings and supplies. Assists with the cleaning of appliances. Assists with baggage handling during CODEL and other VIP visits. Performs basic record keeping and other duties as assigned by GSO Property Unit. 80%

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** One year of general working experience is required.
- c. **Post Entry Training:** Forklift operator training; Forklift safety training certification; Powered stair climbing appliance truck operator training.

- d. **Language Proficiency:** Level II (limited) English and Level II (Limited) Mandarin Chinese is required.
  
- e. **Job Knowledge:** Knowledge of simple hand tools and/or hand power tools is necessary. Knowledge of heavy power equipment (e.g. forklift). Knowledge of proper disposal of official AIT property (process and forms that are required); knowledge of arranging, setting up and overseeing large warehouse sales; knowledge of proper transferring and storage of supplies, materials and furnishings; knowledge of inventory surveys. Knowledge of proper storage and handling of hazardous materials.
  
- f. **Skills and Abilities:** Capable of performing minor repairs to furniture using manual hand tools and small power tools. Capable of operating, controlling, and cleaning heavy power equipment safely. Must be able to lift heavy items such as furniture, equipment and boxes of supplies/files. Ability to operate a forklift or have the ability to learn the skill. Must possess good interpersonal skills, have good judgment, and the ability to identify items that should be replaced and/or sold. Must possess the ability to learn to identify assets by sight or from oral description as well as locations of various supply/property assets. Must possess the physical ability to handle/move supplies, furnishings and equipment safely and frequently.

#### **POSITION ELEMENTS**

- a. **Supervision Received:** Immediately supervised by Supply Supervisor (PSA-292).
  
- b. **Supervision Exercised:** Occasionally directs work of outside contract laborers.
  
- c. **Available Guidelines:** 14 FAM, AIT Policies and Procedures, Warehouse Storage Plans, and supervisory instructions.
  
- d. **Exercise of Judgment:** Exercises judgment in relation to the handling, care, and storage of supplies, furnishings and equipment.
  
- e. **Authority to Make Commitments:** N/A
  
- f. **Nature, Level and Purpose of Contacts:** N/A

**g. Time Expected to Reach Full Performance Level: 6 months**