

## **Major Duties and Responsibilities**

Inside-Warehouse Operations: Opens and unloads crates, shipping containers, stocks items in proper storage areas assuring that they are stored properly to minimize damage and that no safety or fire exist. Stores items by agency, type and style. Utilizes a forklift and various carts in performing these duties. Arranges the items to keep them clean and in order. Stores items in bulk or on shelvings, making best use of the available storage space. Sweeps, dusts and /or vacuums a 17,728 sq.ft warehouse. Performs minor repairs and adjustments to furniture and simple mechanical equipment. Recommends items for reupholstery, repolish, repair or replacement. All of these duties are performed to maintain a stock of approximately US\$ 1,000,000. The warehouse does not have an on-site Supervisor. The warehousemen take action by own initiative.

Outside-Warehouse Operations: Lifts, carries and or moves furniture, equipment, furnishings, cartons and boxes, and any other light to heavy objects from place to place by hand or by making use of hand trucks, carts, vehicle, etc. Places and arranges furniture and equipment in the Embassy offices, residences and were instructed by the supervisor for official purposes.

Incumbent maintains the welcome kit stock, which is, prepare kits for delivery, check minimum and maximum quantities and recommends items for replacement. The estimated value of the stock is six thousand dollars (US\$ 6,000). Also in charge of installing electrical equipment like lamps, audio systems, televisions, DVD and VCRs. This includes checking equipment voltage vs. outlet voltage, in regards to entertainment equipment, connecting equipment among them and testing quality of audio and video. T

Participates in the setup of the Auction Sale exposition room, recommends items for sale and helps deliver items sold.

Drives a pick up truck as necessary, to transport personnel, furniture, equipment, documents and miscellaneous items between the Warehouse, Embassy and residences. Operates a forklift in the movement of heavy items as necessary. Assists the Motor Pool section in driving for special VIP committees.

Maintains the warehouse files, completes delivery and receiving forms for properties in stock, and coordinates every day activities with the supervisor in the absence of the Truck Driver.

Performs other duties related to his job, as required by his supervisor.