

14. Major Duties and Responsibilities

Warehouse Floor: Conducts all general labor in the warehouse such as loading and unloading furniture, appliances, equipment delivering them to and from the warehouse, residences and offices using protective wrappings, packing and unpacking items. Opens packing boxes or storage crates and breaks down pallet loads.

Moves supplies to proper storage areas, using forklift, hand trucks and other materials handling equipment. Assists in checking storage areas to insure that items of supply are properly stored in the correct locations and that no safety and hazards exists. Keep storage area clean.

70%

Off site: Delivers and places the furniture in the residences. Install furniture and equipment at locations requested, performing furniture assembly. Clean and wrap furniture upholstery, appliances that are returned.

20%

Disposable: Moves disposable items, trash and scrap work materials from Embassy grounds, construction areas, or other work areas.

5%

Other Tasks: The incumbent maybe called upon to perform other tasks such as assisting other General Service staff in fulfilling their duties.

5%

15. Qualifications Required for Effective Performance

- A. **Education:** Completion of primary school required.
- B. **Prior Work Experience:** One to two year of previous manual labor experience.
- C. **Post Entry Training:** On the job training. Training in operating forklifts and other moving equipment will be provided.
- D. **Language Proficiency:** Level I English (limited) and Level II (basic) Russian and Turkmen.
- E. **Job Knowledge:** At or before the conclusion of probationary period, must have a good working familiarity with Department of State Regulations and post policies pertaining to warehouse functions.
- F. **Skills and Abilities:** Must be able to perform moderately heavy work, and make heavy lifts at times. No physical restrictions which prevent to perform assigned duties. Driver License class B&C.

16. Position Elements

- A. **Supervision Received:** Day-to-day supervision and oversight is provided by Storekeeper, who evaluates performance, recommends disciplinary actions, etc.
- B. **Supervision Exercised:** None.

- C. **Available Guidelines:** Instructions derived from supervisor, GSO, Post Policy, GSO Standard Operating procedures and FAM regulations.
- D. **Exercise of Judgment:** Must use tact, diplomacy, persistence and patience in relations with Mission staff while fulfilling the duties of this position.
- E. **Authority to Make Commitments:** None.
- F. **Nature, Level and Purpose of Contacts:** The incumbent has daily contact with Embassy personnel, transport and shipping personnel, and delivery persons.
- G. **Time Expected to Reach Full Performance Level:** Six months.