**Warehouse Worker I Standard Job Description**

**Classification Title:** Warehouse Worker I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 3

**Job Description Summary:**

The Warehouse Worker I, under supervision, assists with receiving, delivering, and documenting goods.

**Essential Duties and Tasks:**

**40% Package Distribution and Delivery Coordination**

* Distributes packages and purchased goods throughout campus.
* Assists in the re-delivery of freight and mail to all campus departments as needed.
* Sorts and loads office products onto delivery routes in delivery order.

**20% Receiving and Inventory Management**

* Assists with receiving duties, including off-loading and inspection of all freight received.
* Marks, prices, and stores goods as needed.
* Maintains records and inventory count.

**10% Documentation and Data Management**

* Prepares required documents for freight receiving and redistribution.
* Inputs receiving data into desktop computer or mainframe terminal.

**10% Customer Service and Support**

* Assists customers with package tracking and damage and loss claims.
* Provides support related to inventory and delivery inquiries.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of forklift operations.

**Machines and Equipment:**

* Computer
* Telephone
* Forklift
* Freight Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to navigate in cramped spaces.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Daily duties to be performed on-site.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**