

San Diego Community College District

NANC JOB DESCRIPTION

Title: Receiving Assistant I

Unit: Non-Academic/Non-Classified Service

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Job Code: N1690

Original Date: 07/2012

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, assist in the receipt and delivery of materials and supplies; assist in the preparation of mail for delivery; participate in obtaining, storing, and inventory of warehouse materials and supplies.

DESIRABLE QUALIFICATIONS:

Knowledge of methods and practices used in receiving and disbursing supplies and equipment, storing and/or warehouse practices, and inventory procedures. Ability to follow oral and written instructions, establish and maintain effective working relationships with others, and perform the physical duties of the job which may include lifting up to 75 pounds. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Assist in the receipt and delivery of materials and supplies.
- Sort and route incoming mail and prepare outgoing mail.
- Receive and store materials and supplies.
- Unload and unpack materials and check transmittal papers against items received.
- Load supplies and equipment for distribution.
- Inventory warehouse materials and supplies.
- Maintain orderliness of warehouse.