

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Warehouse Worker I  
Code: 16473  
Salary Grade: 51  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/division  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To perform routine stock-keeping and clerical work receiving, storing, and issuing widely diversified supplies in several warehouses or storerooms.
- Scope: Responsible for the requisition, storage, issuance, delivery, and inventory of supplies and equipment.

## *Duties*

- Typical:
  1. Responsible for receiving, inspecting, and delivering incoming freight, priority shipments, and supplies; checking merchandise against vendor paperwork; processing outgoing express packages; and operating a forklift.
  2. Reports problems of damaged merchandise.
  3. Performs clerical functions including answering telephone inquiries and storing, maintaining and retrieving records.
  4. Assists in creating receiving reports; and maintaining records of inventory.
  5. Maintains a clean and safe work area at all times.
  6. Takes a proactive approach to assist co-workers in loading and unloading, to ensure safety.
  7. Performs work tasks in a safe manner and in accordance with work instructions.
  8. Proactively makes recommendations to improve safety.
  9. Completes work assignments in a timely manner, while utilizing equipment and teamwork effectively.
  10. Perform other duties as assigned.
- Periodic:
  1. N/A.

***Education***

<b>Required</b>	<b>Preferred</b>
High School Graduation or GED.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC)	N/A
Valid Texas driver's license and meet driver rating at UTSA.	
Must be able to lift up to 40lbs, push, and pull with or without accommodation.	

***Experience***

<b>Required</b>	<b>Preferred</b>
None.	Six months of experience in receiving, storing and issuing supplies and equipment.

***Equipment***

<b>Required</b>	<b>Possible</b>
Ability to operate a forklift	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Physically demanding work and heavy lifting, with or without accommodations.	N/A
Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.	
Frequently transfers hazardous chemicals to the science building and labs.	

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision from immediate supervisor.	None.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.