

SUPPLEMENTAL JOB DESCRIPTION

Classification: Warehouseman
Position Title: Warehouseman
Position Number: GROUP

Function Code: 9790-077
Date Established: 8/15/88
Date of Last Amendment:

SCOPE OF WORK: Ships and receives breakable merchandise in a large central warehouse for delivery to state liquor stores. General warehouse duties.

ACCOUNTABILITIES:

- Operates warehouse equipment such as forklifts and walkies.
- Performs routine duties involving manual labor in packing breakable merchandise for the state liquor stores with a minimum of error and breakage.
- Continuous physical effort demanded while performing manual labor in unloading of railroad cars/trucks.
- Partial supervision exercised over part-time and seasonal employees.
- Labels cases with proper code numbers.
- Paints, cleans floors, and shovels snow as required.
- Physical inventory count and other inventory duties.

MINIMUM QUALIFICATIONS: As listed in the job and class specifications

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: David Harrison, # 14264, Warehouse Supervisor IV_____

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed