

# WESTERN MICHIGAN UNIVERSITY

**TITLE:** Stockroom Assistant

**CLASSIFICATION:** M - 2

## **FUNCTIONS:**

This position moves materials to storage areas, using lift trucks, reach trucks, hand trucks, dollies and other devices as needed. The incumbent will stack materials in storage bins and on shelving, pallet racking, mezzanines or other storage areas as appropriate. This position stacks materials weighing fifty pounds (50 lbs.) to a height of four feet (4') with or without mechanical assistance, and employs pallet jacks, reach trucks, hoists, and other devices to stack items weighing more than one-hundred-twenty-five pounds (125 lbs.) and to stack items at heights from six feet (6') to nineteen feet (19'). The incumbent retrieves materials and equipment from storage areas, employing ladders, stepladders and rolling stairways in addition to the devices cited above. This position dispenses materials and equipment to end users on campus. The incumbent prepares and processes all documentation required for inventory control and departmental billings. The incumbent will assist in distributing keys to authorized personnel while maintaining accurate records. As directed by the Manager of Materials, the incumbent may perform duties of other positions within the job progression sequence including but not limited to picking up orders from off-campus vendors, the shrink-wrapping of pallets, and making deliveries with the stockroom truck to shops and/or other designated areas as directed. This incumbent will support the M-3 & M-5 positions, and will be required to fill in during vacations and absences.

The incumbent will help maintain the warehouse/storage area in a neat, clean and orderly condition. This position will participate in physical inventory processes, including accurately counting materials and completing inventory count documents. The incumbent performs all work in compliance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times, and must wear full protective gear when storing and retrieving hazardous materials. The incumbent must comply with all OSHA/MIOSHA regulations regarding the handling and storage of such materials.

## **QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. The incumbent must possess sufficient writing skills and basic arithmetic skills to accurately prepare inventory control documents. The incumbent must have basic computer literacy to operate computerized inventory control systems. Possession of a valid Michigan chauffeurs license is required.

In order to perform the essential functions of the job, the incumbent must be able to raise 90 lbs.  
Stockroom Assistant (M2)

dead weight to a height of 48" (four feet) with or without mechanical assistance, and must be able to raise materials and equipment weighing up to 2.5 tons with mechanical assistance. The incumbent must be able to raise items weighing up to 40 lbs. to a height of 4 feet as many as 100 times per day, and must be able to raise items weighing more than 50 lbs. and/or items of any weight to heights above 6 feet (6'), with mechanical assistance up to 100 times per day. The incumbent must be able to ascend ladders to a height of eight feet (8') while carrying inventory items weighing as much as 40 lbs. The incumbent must be able to ascend a flight of stairs carrying 40 lbs. of weight and must be able to maneuver in aisle ways less than three feet (3') wide carrying said weight. The incumbent must be able to stack and retrieve materials and equipment in/from inventory storage areas, and must be able to retrieve inventory items from ground level storage as many as 100 times per day. The incumbent must be able to operate mechanical lifting devices. The incumbent must be able to stack, retrieve and dispense materials for 6-7 hours per day; work above shoulder level for extended periods of time, and traverse distances up to 2 miles per day in the process of placing items in/retrieving items from storage locations.

The incumbent must be able to tolerate exposure to dirt, dust and mildew as well as exposure to petroleum products, particularly gasoline and diesel fuel. In order to obtain a valid Michigan chauffeurs driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must be able to accurately distinguish colors in order to properly identify color-coded inventory labels/items.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for reasonable job accommodations.