UNIVERSITY OF SOUTHERN CALIFORNIA

Material Handler I

Job Code: 155007

Grade: D

OT Eligible: Yes

Comp Approval: 9/9/1993

JOB SUMMARY:

Receives, processes and delivers incoming orders and/or packs and ships outgoing orders.
Transfers materials from storage area to ordering department and/or relocates materials within
storage area. Makes pick ups and deliveries, as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Transfers materials from stockroom, warehouse or other storage facility to
ordering department and/or relocates materials within storage facility, as assigned.
May be required to use hand truck, forklift, hoist, motorized conveyor or other
material handling equipment.

______ ______ Accepts incoming shipments upon arrival at dock. Removes merchandise from
belt and moves it to appropriate area of stockroom, if required.

______ ______ Verifies merchandise shipments received against purchase orders, packing slips
and/or waybills. Checks order for completeness and possible damage.

______ ______ Logs shipments, completes and forwards paperwork in a timely manner, as
assigned. Files paperwork, as assigned.

______ ______ Matches prices on invoices, prices merchandise, if applicable.

______ ______ Processes orders for delivery. Loads and delivers merchandise to department,
sales floor, or other designated location.

______ ______ Picks up and delivers materials across campus, as assigned.

______ ______ Prepares, packs and ships all outgoing merchandise (including returns) according
to department procedures.

______ ______ Maintains general order and cleanliness of area, including removal of trash, as
assigned.

Performs other related duties as assigned or requested. The University reserves
the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to
"report to duty" in accordance with the university's Emergency Operations Plan
and/or the employee's department's emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- High School or equivalent
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 0 - 6 Months

Minimum Field of Expertise:

Preferred Experience:
- 6 - 12 Months

Preferred Field of Expertise:
- Material handling

Skills: Administrative:
- Answer telephones
- Read handwritten text

Supervises: Level:
- May oversee student, temporary and/or casual workers.

Comments:
- May require ability to operate a forklift and other material handling equipment and to use scales, postage meters, UPS machines and other similar machines. May require current, valid California driver's license.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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