UNIVERSITY OF SOUTHERN CALIFORNIA

Material Handler II

Job Code: 155011

Grade: E
OT Eligible: Yes
Comp Approval: 5/25/2011

JOB SUMMARY:
Receives, processes, stores, transfers and delivers materials and/or packs and ships outgoing orders. Reviews inventory levels and orders stock, as needed. Makes pick ups and deliveries, as required. Trains and leads other employees performing work of a similar nature.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>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.</td>
<td>5/25/2011</td>
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<td>Accepts incoming shipments upon arrival at dock. Removes merchandise from belt and moves it to appropriate area of stockroom, if required.</td>
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<td>Examines records such as purchase orders, packing slips, waybills, logs, etc., to ensure completeness of all incoming shipments and accuracy of records.</td>
<td>5/25/2011</td>
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<td>Maintains current inventory records of materials in stockroom and on order. Prepares inventory reports and distributes to appropriate personnel.</td>
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<td>Matches prices on invoices, prices merchandise, if applicable.</td>
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<td>Processes orders for delivery. Loads and delivers merchandise to department, sales floor, or other designated location.</td>
<td>5/25/2011</td>
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<td>Picks up and delivers materials across campus, as assigned.</td>
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<td>Prepares, packs and ships all outgoing merchandise (including returns) according to department procedures.</td>
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<td>Maintains general order and cleanliness of area, including removal of trash, as assigned.</td>
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<td>Trains and leads lower level employees in performing similar work.</td>
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*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:**
- 1 year
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Shipping/receiving/delivery

**Preferred Experience:**
- 2 years

**Skills: Administrative:**
- Answer telephones
- Balance figures
- Compute totals
- Gather data
- Read handwritten text
- Research information
- Verify calculations

**Supervises: Level:**
- Leads one or more employees performing similar work.

**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. May need valid California Food Handler Card or obtain card within first 30 days of hire, if handling foodstuffs.

**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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