

Warehouse Worker

Essential Task Rating Results

1	Inspect delivery trucks for damage (e.g., floor and wall damage) and verify forklift ratings to ensure compliance with safety standards for warehouse deliveries.
2	Unload trucks or other common carriers (e.g., UPS, FedEx) either by hand or by use of powered or nonpowered materials handling equipment (e.g., standup pickers, forklifts, hand trucks, dollies, pallet jacks) to receive deliveries.
3	Unpack and verify incoming materials (e.g., materials, supplies, equipment, vehicles) against invoices, bills of lading, packing slips, purchase orders, schedules, and item labels (e.g., tag description, barcode) to ensure accurate materials quantities and deliveries.
4	Verify that truck drivers sign materials paperwork (e.g., invoices, bills of lading, packing slips) for any damaged or missing materials from deliveries for warehouse documentation.
5	Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment to track materials inventory.
6	Pack and palletize materials and/or equipment for storage and tracking in designated locations within stockrooms, warehouses, or storage yards.
7	Secure materials and/or equipment using various methods (e.g., shrink-wrap, nylon strapping) for storage or delivery to designated locations or within stockrooms, warehouses, or storage yards.
8	Move materials from the receiving bay into the warehouse or alternate delivery location for assembly or relocation.
9	Transport materials to specified areas either by hand or by use of powered or non-powered materials handling equipment (e.g., standup pickers, forklift, hand trucks, dollies, pallet jacks) to store or prepare materials for delivery or shipment.
10	Pull and compare orders and materials (e.g., materials, supplies, equipment, vehicles) against purchase orders and packing slips to verify and ship appropriate quantities to fill requisitions and deliver materials, equipment, and supplies.
11	Pack and label materials (e.g., supplies, equipment, vehicles) against purchase orders and packing slips to verify and ship appropriate quantities to fill requisitions and deliver materials, equipment, and supplies.
12	Pack and palletize materials and/or equipment for shipping to designated locations.
13	Process materials (e.g., electronically or manually) and label materials using identification tags, stamps, electric marking tools, or other labeling equipment for shipment in accordance with warehouse policies and procedures.

14	Load trucks or other common carriers either by hand or by use of powered or nonpowered materials handling equipment (e.g., standup pickers, forklifts, hand trucks, dollies, pallet jacks) to send deliveries.
15	Compare materials shipped to amounts found in packing orders, pull orders, or order reports to verify accuracy and adjust any discrepancies.
16	Deliver materials, supplies, and/or equipment to various locations and organizations using Department trucks.
17	Pick up materials, supplies, and/or equipment to various locations and organizations using Department trucks.
18	Move materials from the warehouse into the shipping bay or staging area for processing and delivery.
19	Stock and restock shelves, bins, or other storage facilities to ensure adequate inventory of supplies and accessibility.
20	Identify and rotate dated materials for shipments to ensure older products are distributed before newer products.
21	Personally count and document physical inventories of materials in the warehouse to update and maintain most accurate inventory records in computer databases.
22	Compare physical counts of materials against computer database counts to verify inventory quantities.
23	Recount and double check physical inventory counts of materials to verify inventory quantities.
24	Verify that physical inventory counts of materials are recounted and double checked by other warehouse workers to ensure accuracy.
25	Scan or input physical inventory material records into the computer database system to ensure accurate inventory counts are reflected in computer databases.
26	Verify that protective equipment (e.g., gloves, apron, masks, steel toed shoes, goggles) are worn and in proper working order before completing warehouse worker assignments to ensure compliance with safety standards and regulations (e.g., state and federal Occupation Safety and Health Administration (OSHA)).
27	Inspect and test powered material handling equipment (e.g., forklifts, standup lifts, standup carts, pallet trucks) and components (e.g., horns, batteries, brakes, chains and cables, controls, blades, hydraulic lines, lights, tires) to verify there are no leaks and equipment is in proper working order and in compliance with safety standards and regulations.
28	Complete and sign various powered material handling equipment safety sheets or checklists (e.g., the Daily Forklift Inspection Sheet) to document compliance with safety standards and regulations.
29	Red tag, document, and disable damaged powered material handling equipment and notify supervisor to ensure they are not used and are promptly repaired.
30	Clean floors and storage areas to keep them orderly and free of debris using various cleaning supplies and equipment (e.g., mops, buffers, brooms).

31	Clean and maintain supplies, tools, and equipment to ensure proper working order and compliance with safety standards and regulations.
32	Inspect merchandise items for damage or defects to document and report any damage to supervisors.
33	Notify supervisor of out-of-stock items, low inventory, and re-order points to ensure materials and supplies are ordered and received before inventory is depleted.
34	Communicate with supervisors regarding incorrect order shipments, damaged products, delivery delays or inaccuracies, and warehouse hours to ensure any delivery concerns or questions are appropriately addressed.
35	Report discrepancies on inventory records to the supervisor to adjust errors and ensure accurate records are reflected in computer databases.
36	Answer inquiries from customers and clients regarding stock on hand and other warehouse procedures.
37	Provide assistance or direction to other stockroom, warehouse, or storage yard workers regarding warehouse functions to ensure adequate comprehension and optimal work performance.
38	Communicate with truck drivers and/or vendors regarding incorrect order shipments, damaged products, delivery inaccuracies, and warehouse hours of operation to ensure any delivery issues are promptly addressed.
39	Notify the appropriate staff (e.g., Business Services Officer, Business Analyst, Material & Stores Specialist) of scheduled deliveries for shipment preparation (e.g., ensuring warehouse areas are clear and appropriately staffed for shipments).
40	Participate in team meetings regarding warehouse merchandise, policies, procedures, shipments, and safety training (e.g., fire procedures, proper box lifting) to remain current and up-to-date on departmental policies, procedures and standards.
41	Attend departmental training (e.g., safety, Cardiopulmonary resuscitation (CPR), equipment certification, sexual harassment, self-defense, infection control, defense driving) to remain current and up-to-date on departmental policies, procedures and industry standards.
42	Train new warehouse workers and cross train warehouse staff on warehouse materials, policies, procedures, shipments, and safety precautions.
43	Complete bills of lading when making shipments with common carriers (e.g., UPS, FedEx) to ship and document materials shipped from one location to another (e.g., warehouses, vendors).
44	Complete common carriers' (e.g., UPS, FedEx) log sheets including the tracking number, P.O. box number, delivery contacts and location to ensure documentation of delivery and shipments.
45	Document delivery shipments in delivery sheets and reports (e.g., volume report, stock received report) to track and confirm warehouse deliveries.

46	Document damaged merchandise or discrepancies in shipment (e.g., wrong items or quantities delivered, incorrect shipment) to notify vendors for replacement or reimbursement.
47	Complete packing slips and stock receiving reports to forward to management and/or the accounting office for processing.
48	Complete and sign all invoices and reports to forward to management and/or the accounting office for processing.