

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

LABORER, STORES (WAREHOUSE WORKER)

DOT: 922.687-058 SVP 2

Job Description: Receives, stores, and distributes material, tools, equipment, and products within establishments. *Physical Demands* - Active, with/ medium carrying, lifting, or moving (up to 50 lbs); *General Educational Development* - R2 M1 L1; *Aptitudes* - Average General Learning Ability, Numerical, Spatial, Form Perception and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to accurately read orders, requisitions, schedules, etc. to determine materials/items to be moved, distributed, etc. (R, S, IN)
2. Can demonstrate ability to safely move materials/items from receiving or production to storage or other designated areas by hand and/or handtruck. (T, S)
3. Can demonstrate ability to appropriately sort materials/items according to a predetermined specification. (R, S, IN)
4. Can demonstrate ability to appropriately store materials/items according to predetermined specifications. (R, S, IN)
5. Can demonstrate ability to accurately interpret and fill work orders, requisitions, etc. (R, IN)
6. Can demonstrate techniques used to assemble materials/items to fill work orders, requisitions, etc. (R, IN)
7. Can demonstrate ability to accurately distribute materials/items to appropriate department, agency, etc. (R, IN)
8. Can demonstrate ability to accurately mark materials/items with identifying information, using stencils or other marking devices. (R, T, IN)
9. Can demonstrate ability to safely open crates, boxes and/or other containers using appropriate tools. (R, T, S)
10. Can demonstrate proper techniques used to weigh, count and/or examine items to assure accuracy of work orders, requisitions, shipping reports, etc. (R, S, IN)
11. Can demonstrate ability to accurately record amounts of material/items received and/or distributed. (IN)
12. Can demonstrate proper technique used to arrange materials/items in specified sequence for assembly and/or distribution. (R, S, IN)
13. Can demonstrate ability to accurately prepare and/or maintain records of distribution. (S, IN)
14. Can demonstrate ability to accurately prepare requisitions, work orders, etc. for materials/items. (R, S, IN)
15. Can demonstrate ability to prepare parcels for mailing. (R, S)
16. Can demonstrate ability to accurately maintain inventory records. (S, IN)
17. Can demonstrate ability to operate a personal computer and standard software package (identify). (T)