SHORT-TERM TEMPORARY HOURLY POSITION

Location: Purchasing/Warehouse
Start Date: On-Call
Rate: $12.00/hour
Working Hours: Scheduled days/hours will vary. The intent is to establish a short-term worker pool to be on-call and to be scheduled for special projects. Warehouse standard operating hours are Monday through Friday, 7:30 AM to 4:30 PM.

DUTIES MAY INCLUDE

• Assist in receiving and sorting incoming mail; weighing and determining the class and correct postage for outgoing mail; wrapping, packing, and otherwise preparing parcels and goods for shipment.
• Assist in receiving and inspecting incoming shipments; issuing receipts for items received in proper order; noting and reporting discrepancies, damage, and backorders; assigning inventory control identification numbers to incoming equipment.
• Assist in coordinating delivery of warehouse orders, shipments, and important documents; prepare warehouse order for delivery.
• Assist in filling warehouse orders and transport supplies and other educational materials to campuses on established delivery schedules.
• Operate a forklift to move supplies and equipment; drive vehicles to make deliveries to campuses and off-campus sites.
• Assist in maintaining warehouse and equipment in safe and sanitary condition.
• Perform related duties as assigned.

SPECIAL CONDITIONS

• Possession of valid California Driver’s License.
• Forklift operator’s license or proof of training/certification preferred but not required.
• This position may involve exposure to hazardous chemicals received in shipments.
• Some lifting up to 50 pounds.

APPLICATION PROCESS

Applicants must complete a District application. This position is open until filled. Please do not include any additional documents.

Applications are to be submitted to the Office of Human Resources located at 5885 Haven Avenue, Rancho Cucamonga, CA 91737. For additional information please contact the Office of Human Resources (909) 652-6528.

Chaffey College is committed to equal employment opportunity.