STOCKROOM ASSISTANT B
Facilities Management

POSITION SUMMARY

Provides maintenance support tasks (primarily receipt and delivery of packages, table and chair set-ups for special events, and maintenance of equipment) within the Stockroom function.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Performs maintenance tasks in support of the stockroom function including, warehouse, shipping and receiving, delivery of packages and supplies to customers.
- Set-ups’ of furniture particularly in support of campus wide special events; moving of office furniture and equipment
- Assists in other tasks as assigned within the Division relative to facilities maintenance functions.
- Operates forklift.
- Difference between the Level B (lower) and Level A (higher) is in the amount of guidance and direction required from the supervisor and the ability to act independently with individual initiative; generally a minimum of one year on the job is required to advance from Level B to Level A.

QUALIFICATIONS

Education: High School diploma or equivalent preferred.

Experience: Ability to read, write, and understand directions in English.

Skill/Ability: No restrictions to mobility; job requires bending, stooping and heavy lifting, over 50 lbs. Certified forklift driver. Valid CA driver’s license; and maintain Authorized driver’s status. Customer service orientation.

OTHER

SALARY STRUCTURE POSITION AND LEVEL: Level 2 as defined by the College Union contract.

REPORTS TO: Stockroom Supervisor
HOURS: 8:00am to 4:30pm (hours may change based on needs of College)

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

May 2021