

Job Description

Job Title:	Service/Surplus Associate
Department:	Central Stores
Reports To:	Supervisor, Central Stores
Jobs Reporting:	None
Salary Grade:	3
Effective Date:	June 2017

Primary Purpose

The Service/Surplus Associate reports to the Supervisor, Central Stores. The day-to-day direction will be given by the Service/Surplus Coordinator. This position assists with departmental requests for stored supplies, forms, assists with surplus sales and assists with service/maintenance of pallet moving equipment. The Associate will also provide support in Bulk Mailing and Shredding. In addition, this position follows university protocol to store and maintain records retention boxes, in the ECH warehouse, for various UW departments.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

<ul style="list-style-type: none"> Assist with the e-waste/paper recycling/shredding processes as required.
<ul style="list-style-type: none"> Assist with UW Surplus sales. This includes all used UW items being sold back on campus or abroad. Duties include set up and take down of tables and moving surplus items from warehouse area to point of sale.
<ul style="list-style-type: none"> Assisting with the university bulk mail processing plant, which includes the operation of folding, inserting, poly-bagging, and envelope stuffing.
<ul style="list-style-type: none"> Maintain a new, organized and safe work area.
<ul style="list-style-type: none"> Handle delicate and sensitive products with utmost care.
<ul style="list-style-type: none"> Attend department, store and safety meetings.
<ul style="list-style-type: none"> Adhere to all company policies, procedures, rules and regulations in written or verbal form.
<ul style="list-style-type: none"> Other duties as assigned

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none"> High school graduate or equivalent education and/or experience.
Experience <ul style="list-style-type: none"> Previous experience working in a materials handling capacity. Previous experience using intermediate equipment features and functions such as tape guns, banding devices and shrink-wrap tools.
Knowledge/Skills/Abilities <ul style="list-style-type: none"> Ability to work independently and in a team environment Must be well organized and have excellent communications skills, both verbal and oral.

Nature and Scope

- Contacts:** This job serves the campus community, staff, students, and faculty. In addition, this position deals with members of the public locally, nationally and internationally
- Level of Responsibility:** Ability to work with some supervision
- Decision-Making Authority:** minimal

Job Description



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- **Physical and Sensory Demands:** Manual lifting items up to 50 pounds
 - **Working Environment:** Requires constant combinations of sitting, standing and walking. Requires WHIMS training.