

LIQUOR DISTRIBUTION WORKER 2

4138

GENERAL DESCRIPTION OF CLASS

The LIQUOR DISTRIBUTION WORKER 2 (LDW 2) maintains records such as documenting product receipt or shipment, or coordinates operating activity such as scheduling shipments or operating the conveyor control equipment in the Oregon Liquor Control Commission (OLCC) warehouse.

DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by a change in responsibility from getting and handling stock to maintaining records for or coordinating operational activity on a warehouse-wide basis.

DUTIES AND RESPONSIBILITIES

1. **Performs a Warehouse-wide Function.** Typical tasks: operates the warehouse conveyor system to merge product from multiple conveyor lines into proper sequence to make up one complete order and verifies correctness; or develops the daily shipping schedule to OLCC agents using master order cycle and carriers' sequence schedule; or receives incoming shipments by signing off on correct freight bills after verifying that products received are in accordance with shipping documents and undamaged.
2. **Coordinates a Warehouse-wide Operation.** Typical tasks: oversees daily shipping operation by recording pertinent information and assuring proper shipping documents accompany merchandise; or oversees the repack operation by coordinating schedules and assuring saleable merchandise in full or partial cases is properly received, recorded, and returned to inventory; or oversees the pick up of and recordkeeping for merchandise broken or damaged during warehouse operations (including determining cause of damage and completing claims for recoverable product damage as appropriate).
3. **Miscellaneous.** Typical tasks: performs general warehouse duties such as cleaning, securing cases, assisting in inventory and stock transfers as needed.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person contact with liquor store agents, common carrier drivers, and other individuals associated with the storing and shipping of liquor to exchange factual information and explain warehouse procedures.

SUPERVISION RECEIVED

Employees in this class follow specific agency procedures and receive limited supervision from warehouse supervisors who observe activities coordinated for timely and accurate work operations, to verify proper

recordkeeping, and to resolve operational difficulties or problems.

GENERAL INFORMATION

Positions are located within a warehouse operation and are required to work in the conditions associated with such an environment including noise, distractions, and substantial physical activity. Positions are required to follow safety procedures, maintain security over product, and assure minimal breakage during handling. Positions are also required to work some overtime on weekends and holidays.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Knowledge of receiving shipments, verification of invoices and bills, and claim procedures for damaged products.

Knowledge of warehousing, packaging, and transporting fragile products.

Knowledge of OLCC product codes and product locations in warehouse.

Knowledge of the location of the liquor stores, efficient routes, and shipping sequences to establish schedules.

Ability to accurately record, verify, and organize information such as carrier arrivals and departures, shipments, and order contents.

Ability to apply standards to identify and correct errors.

Ability to spend long periods of time walking, bending, stooping, grabbing, and lifting.

Ability to clean the warehouse and do basic maintenance of warehouse equipment.

Ability to operate machinery such as a multiple conveyor belt system, fork lift, pallet jack, or remote order selector.

Ability to check quantity and product information against records while assisting in inventory or stock transfer.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 12/1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.