



## JOB INFORMATION

Job Code:	143101
Job Title:	Packer/Mover
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Auxiliary Services
Job Family Group:	Auxiliary Services 1
Management Level:	7 Individual Contributor

## JOB SUMMARY

Prepares and packages items to prevent damage during transit. Deconstructs, wraps, and packs any and all assigned property. Responsible for stacking and piling goods into appropriate boxes or containers and preparing them for shipment. Ensures property is packed efficiently and securely, and maintains accurate inventory.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	<1 year	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with various pieces of lifting equipment (e.g., dollies, ramps, pallet jacks), hand tools (e.g., screwdrivers, wrenches, drills), and packing supplies (e.g., tape, ropes, straps).
X		Knowledge of best practices for handling furniture and moving equipment.
X		Ability to behave in a professional manner, practicing appropriate discretion and adhering to university policies.
X		Excellent communication and collaboration skills.

## Other Job Factors

- Must be able to repeatedly lift, push, carry, pull a minimum of 50 lbs.
- No set schedule. May have to work weekends, evenings, and/or holidays.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Deconstructs, packs, and protects all assigned non-university furniture. Wraps items in bubble wrap, cardboard, and/or stretch wrap to ensure each piece is completely covered and protected, and incurs zero damage during transit. Uses straps to secure large items, and consolidates all smaller, loose items into boxes and sealed bags.				
Inspects previously packed boxes to ensure containers are undamaged and ready for shipping. Writes itemized, descriptive inventories of all items, including pre-existing damage. Fills out paperwork to track inventories, recording all measurements, weights, and product counts.				
Seals and marks each box with owner identification information and description of general contents. Organizes pieces and boxes through the application of numbered stickers. Notes high-value items (e.g., video game consoles) on descriptive inventories, and details make, model, and serial number of electronics on the outsides of the boxes.				
Lifts and stacks all furniture and packed boxes into their correct boxes/containers, and prepares for shipment in loading area. Loads and packs trucks and trailers efficiently to prevent damage during transit.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.