

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Packer/Mover

Job Code: 143101

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OT Eligible: Yes

Comp Approval: 3/27/2020

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### **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 ACCOUNTABILITIES:**

#### **\*E/M/NA % TIME**

- |  |       |   |
|--|-------|---|
| _____  | _____ | 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.   |
| Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |       |   |

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

### **EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes 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.

**JOB QUALIFICATIONS:****Minimum Education:**

High school or equivalent

**Minimum Experience:**

0 - 6 months

**Minimum Field of Expertise:**

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). Knowledge of best practices for handling furniture and moving equipment. Ability to behave in a professional manner, practicing appropriate discretion and adhering to university policies. Excellent communication and collaboration skills.

**Preferred Experience:**

6 - 12 months

**Comments:**

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.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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