Warehouse Specialist

Contents

Section 1: Scheduling

Section 2: Receiving

Once items are delivered and or picked up from a "Manifest" inspect and sort items that are broken, incomplete or damaged. Further sort items that have metal content for recycling, items that need to be sent to landfilled as trash, electronic items for E-Waste or items that will be sold.

The categories can be identified on the manifest prior to receiving them with the Surplus Property System;

Manifest #12717
12/20/2021

Truck: Scheduling
*Driver:* Temporary Driver

Pickups

VETERAN AFFAIRS # #, 700 S. Foothill Blvd, Salt Lake City, 84113 SP1# 32677		Contact Person: Davis Berni (801) 584-1914 davisb@utah.gov						
Item	Qty	P/U Qty	Cnd	R	T	I#	TMP#
Furniture Household - Miscellaneous Night Stands Condition: Good	6						12717-1
Furniture Household - Miscellaneous Dresser Condition: Good	6						12717-2
Furniture Household - Miscellaneous Wardrobe Condition: Good	6						12717-3
Department Signature:							

"Go through the receiving process with screen shots may help Use the windows icon ALT & S to this will allow you to draw a box of item to paste in document.

Section 3: Disposal Metal Items

Identify item(s) by inventory number that have metal content value. If this was not done as part of the receiving process update the inventory status in Inventory Manager, select from the dropdown menu "Recycles";

Disposal Type
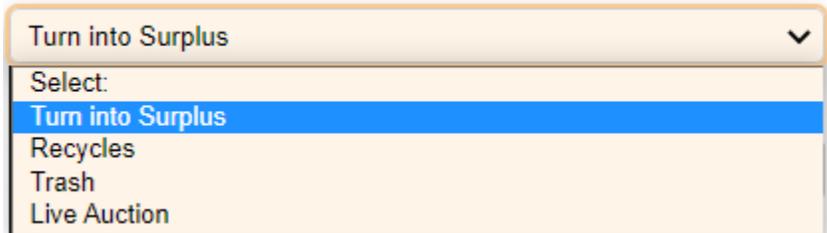
Turn into Surplus

Select:
Turn into Surplus
Recycles
Trash
Live Auction

Keep record of all inventory numbers and quantities these will be put on a SALES: Recycles/Trash Invoice/Order. Once complete if inventory with the same number is still in stock change back to "Turn into Surplus" for potential sale.

Set items outside in the metal container design for metal only (No hazardous materials and items like refrigeration units must have Freon removed if they have it)

When the container is full, items may be compacted further using the M10A forklift. (You must be certified to use the lift) Take extra care to not damage the container or the forklift. Make sure not to overfill the container and all items must be within the container.

Removal of the container can be done by call Western Metals Dispatch (855) 223-8368 to schedule a pickup day.

Items are put on a Recycles/Trash Invoice/Order in pending status to WESTERN METALS, once Western Metals process the recycling a check is sent which is validated against the Invoice/Order then the status is changed to Paid.

If payment is not received within the same month the Order date will need to be changed to reflect the current Month (Generally the 1st day of the month)
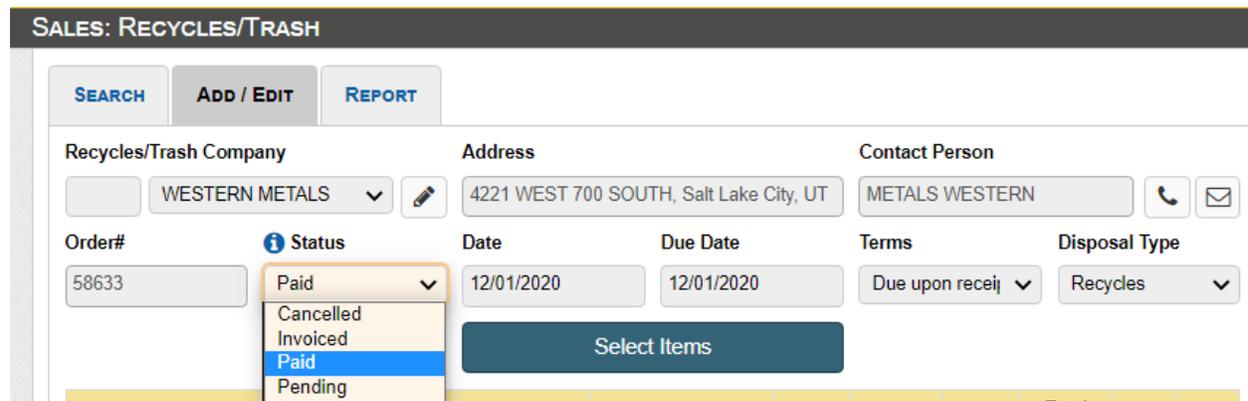
SALES: RECYCLES/TRASH

SEARCH	ADD / EDIT	REPORT

Recycles/Trash Company   **Address**   **Contact Person**

WESTERN METALS   4221 WEST 700 SOUTH, Salt Lake City, UT   METALS WESTERN

Order#   **ℹ Status**   **Date**   **Due Date**   **Terms**   **Disposal Type**

58633   Paid   12/01/2020   12/01/2020   Due upon recei   Recycles

Cancelled
Invoiced
Paid
Pending

Select Items

Total

Section 4: Disposal Trash Items

After property not sale on auction, or delivery broken or incomplete and decide to destroyed

Moved out of the warehouse and setup in the dumpster container brake complete items

When the container if full

Contact to DFCM Tiffany Turner (Tiffanyturner@utah.gov) to setup a pick up,

After she confirmed the pickup Day

I   Make sure the dumpster if ready as a not over fill and a such level, and all items are broken

When the empty container arrive let the driver where the dumpster need to be unload

Make sure the container is complete empty.

Put all inventory numbers on sp-3 invoices and closed by end of each month.

Section 5: Disposal Electronic Waste