

## William S. Hart Union High School District

## Position Description

Position: Receiving Clerk	
Job Family: Warehouse/Delivery	FLSA: Non-exempt
Approved by: Personnel Commission, April 27, 2005 Revised: April 15, 2015	Salary Range: 200

### **Summary**

Under the direction of the Director of Purchasing and Warehouse, receives, checks, stores, and distributes equipment, instructional and media supplies, and interacts with vendors.

### **Essential Duties and Responsibilities**

- Conducts inspection of package manifests, delivery forms, and package slips; accepts deliveries from transport companies and signs for deliveries.
- Unpacks, sorts, counts and verifies the delivery for accuracy against the packing slip and the Purchase Order; issues a Fixed Asset number and physically tags fixed assets using excel spreadsheet.
- Maintains dock-log using a manual form, indicating transport company, vendor and number of packages.
- Declines damaged deliveries and completes the necessary documentation with the transport company (and communicate discrepancies with the vendor by phone as necessary). Notes over-shipment, shortage and damaged items on the packing slip and communicates with the requestor and/or the vendor to rectify any issues.
- Maintains a manual back-order log and tracks the estimated arrival of future shipments. Communicates time-sensitive, long lead-times or vendor requested cancellations to the requestor.
- Adds delivery information into the district's computer system, captures the batch file number on the packing slip. May add fixed asset information to the District's Fixed Asset Software program.
- Forwards properly executed (i.e., stamps, with date, name, complete order and batch number) packing slip to the Accounts Payable department for use in paying invoices.
- Unpacks and stores deliveries for warehouse stock in an orderly fashion, rotating stock in accordance with district First-In-First-Out (FIFO) procedures.
- Fulfills stock requisitions and requested school site deliveries by pulling material from warehouse stock and properly packing and staging the material for delivery.
- Communicates with staff regarding vendor deliveries made directly to the school site to obtain the packing slips or information about damaged deliveries or material.
- Processes returns to the vendor and maintains the Return Material Authorization form in the appropriate file, including the transport company generated tracking numbers.

- Resolves any and all conflicts respectfully and in a timely manner.
- Participates in the annual physical inventory by either counting or recording stock.
- Operates commonly used shipping and receiving equipment including dolly, pallet jack, fork, shrink-wrap machine, and other packing and receiving equipment.
- Maintains a safe work environment according to all department procedures and Federal and State regulations including wearing protective equipment as necessary for the job.
- Maintains clean and safe work area and cleans as required.
- Assists with the vehicle inspections to make sure brake lights, signals, and other equipment is working properly.
- May operate company vehicle to deliver or pick up material.
- May lock the warehouse and set alarms.
- May maintain department database, prepare routine reports and file shipping/receiving records.
- Performs other related duties as assigned or requested.

## **Qualifications**

### **Knowledge and Skills**

- Procedures used in receiving and inspecting materials and supplies.
- Principles of inventory control and effective storekeeping.
- Methods of storing equipment, materials and supplies, appropriate safety precautions and procedures.

### **Abilities**

- Provide outstanding customer service to internal and external customers
- Ability to communicate effectively verbally and in writing using the English language.
- Possess principles of receiving, inventory control and effective store keeping.
- Perform basic mathematical computations including ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Use computers, telephones, facsimile machines, copy machines, scanning devices, calculator and other general office equipment assigned to the warehouse.
- Ability to maintain high attention to detail to ensure a high level of accuracy in work assignments.
- Ability to demonstrate high dependability in work activities and assignments.
- Ability to demonstrate adaptability and flexibility to address shifting priorities and new assignments.
- Perform word processing tasks and input data into a database.

**Physical Abilities**

- Able to stand for long periods of time, able to sit for long periods of time, able to bend at the waist, able to bend at the knees, able to climb or balance and stoop, kneel, crouch and crawl. Possess sufficient hand, arm and eye coordination to operate push-button and keyboard-type equipment and to file documents.
- Required to lift, carry, push or pull up to 75 pounds on a recurring basis with or without assistance with or without the aid of equipment or devices that assist in the lifting effort.

**Education and Experience**

High school diploma or equivalent.

Two (2) years of experience performing receiving and stocking duties for a wide variety of materials.

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licenses and Certificates**

Valid Class "C" California driver's license.

**Working Conditions**

Frequently exposed to moving mechanical parts, fumes or airborne particles and sharp objects. Noise level in the work environment is usually moderate and interruptions are frequent and should be expected. Temperatures in the work environment will vary from cold to hot.