

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Receiving Clerk, Distribution Services

Supervisor's Title Manager, Distribution Services

Date Prepared 3/99 **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Responsible for the receiving and stocking of all items carried in the warehouse as well as being available to perform assigned tasks necessary for the daily operations of the distribution warehouse, surplus warehouse, and the district mail delivery. The Receiving Clerk will be cross trained in all tasks to include truck driving, operating material, handling equipment, order picking, checking and packing, routine preventive maintenance of equipment and facilities, computer and data entry, handling of freight claims and shipping tasks, and general district policies.

Essential Functions

Receives shipments delivered to warehouse by following warehouse receiving procedures, clearing errors made by either buyer or vendor, and routing non-warehouse material to the correct destination. Provides inventory control by maintaining master and overstock location for warehouse stock. Check counts when items are received and placed in warehouse locations. Keeps warehouse stock well marked, clean and master locations stocked. Maintains overstock location log. Conducts spot counts and researches discrepancies in inventory counts.

Provides clerical and data entry services including data entry on all incoming warehouse stock, verification of all receiving documents, preparation of computer receiving reports for accounting department and buyers, control and documentation of all materials returned to vendors for credit, and preparation and follow up of freight damage and shortage claims. Makes truck deliveries of some non-warehouse items received by the ware house to be distributed to different locations.

Performs daily and periodic preventive maintenance on equipment and facilities. Participates in the annual warehouse inventory. Performs other warehouse tasks not related to receiving as assigned. Assists other departments as needed.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must have computer skills allowing for data entry, search and editing, compiling reports and basic word processing. Must have knowledge of freight procedures such as preparation of loss and damaged claims, tracking enroute shipments, preparation of a bill of lading, and dealing with general freight company procedures. Needs ability to resolve order change problems between vendors and buyers. Must be able to supervise loading and unloading dock activity, scheduling delivery times, ensuring carriers follow proper safety procedures and stocking of orders.

Needs driving skills necessary to drive a wide variety of trucks. Must have mathematical and clerical skills to maintain receiving files, understanding and compute receiving documents and changes in unit of issue, load delivery trucks according to delivery routes, fill orders by following a pick list matching stock numbers with proper units of issue and item specification, and compare items that have been pulled to ensure accuracy. Must pack, organize and label an order preparing it for shipment; completes daily delivery and stock location logs. Completes various district information and inventory control forms.

Must have ability and knowledge to safely load securing devices, operate electric pallet jacks, manual hydraulic pallet jacks, a Raymond High Lift machine, Hyster & Allison Fork Lifts with attachments for carpet, man lift and 55 gallon drums. Must possess communication and social skills needed to be a team member and deal effectively with other departments, school personnel, delivery drivers, and vendors. Must be self motivated, working mostly unsupervised in completing assigned tasks. Must be able to identify work hazards and eliminate them. Must show flexibility in completing a variety of work.

Minimum Entrance Requirements for Training

Requires a high school diploma or equivalent. Must possess a Commercial Driver's License and a D.O.T. medical card and keep both renewed. Requires successful completion of six months district training in computer data entry, search, editing, reports and basic word processing.

Minimum Entrance Requirements for Prior Experience

Requires eighteen months of job related work experience with demonstrated competence including operating material, handling equipment, warehousing, warehouse receiving and truck delivery (including document processing). Must have references to establish personal integrity, trustworthiness, honesty, and dependability.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Responsible for equipment used through daily updating of maintenance logs and documenting picking, checking and delivery of orders and equipment transfer forms. Completes daily receiving reports and stock movement logs. Supervises the dock area of the warehouse and the stocking of warehouse master and overstocked locations. Schedules and supervises several

different vendor deliveries and other truck drivers. Shares responsibility with a warehouseman to stock warehouse locations.

Interaction with Others (Non-Supervisory)

Works with vendors, drivers and other district personnel

Working Environment

Works under conditions that entail some sacrifice of personal comfort. Some assignments are outside in the heat, cold, dirt, and inclement weather. Some hazards involved in driving, handling small quantities of hazardous materials, working at heights and using material handling equipment. Must be drug and alcohol free per CDL testing. Continuous pressure to complete tasks in a variety of work assignments with involuntary interruptions and extended days in attempting to meet deadlines. Some mental stress in dock supervision.

Physical Demand Characteristics

Requires lifting and moving objects of up to 100 pounds.