

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	SHIPPING AND RECEIVING CLERK	2.7.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of duties involved in receiving, storing, and shipping materials in a supply management system environment; and to respond to questions and concerns about purchase and stock orders.

CLASS CHARACTERISTICS

This is the journey level in the Shipping and Receiving Clerk series. Incumbents initially perform specific assigned duties and receive closer supervision during the familiarization phase of their employment. As experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Lead Shipping and Receiving Clerk in that the latter coordinates and reviews the work of shipping and receiving personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor, and technical and functional supervision from the Lead Shipping and Receiving Clerk. Work is performed independently without close or regular supervision. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - Duties may include, but are not limited to the following:

Unloading, checking, and storing incoming material and preparing receiving documents and verifying stock location on shelves and pallet racks.

Inspecting incoming material for conformity to purchase order specifications and reporting shortages, damages, or other discrepancies; packaging and logging materials to be returned to vendors.

Ensuring requisitions conform with the District's standard supply system criteria.

Filling requisition orders from schools and departments; pulling stock, packaging material, marking material and placing it for delivery.

Researching problems and responding to questions and concerns from schools and departments regarding purchases and stock orders.

Conferring with supervisor in determining storage space requirements, fluctuations in inventory, receipt of goods, and the filling of requisitions.

Assisting in periodic and annual inventories.

Ensuring compliance with current supply management practices and policies.

Backing up other positions as necessary.

Documents shipping and receiving activities through logs and forms.

Providing customer service to internal and external customers.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices of supply management.

Using an electronic inventory system to complete transactions

Methods, practices, and terminology used in inventory control and material acquisition.

Applicable safety practices, rules, and procedures.

Safe material handling and equipment operation practices and procedures, including operation of a fork lift and order picker.

General warehousing practices and procedures.

Various materials, supplies, and equipment maintained in a school warehouse.

Ability to:

Maintain records and make reports as required.

Perform manual labor and heavy lifting.

Research, analyze, and resolve shipping and delivery errors.

Follow oral and written instructions.

Perform basic mathematical calculations.

Operate a fork lift and order picker, power equipment, .

Possession of or ability to obtain a valid Oregon Drivers License

Use computer terminal to enter and retrieve information. Use inventory control system for ordering and processing orders.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of progressively responsible supply receiving and distribution experience in a setting encompassing a wide range of products and materials.

Training:

Equivalent to the completion of the twelfth grade. Computer training in hardware and software.

Special Requirements

Training and experience in the operation of a fork lift desirable.

Work Environment:

Warehouse setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise from power equipment. Working around moving equipment such as forklifts.

Physical Requirements: Continuous walking, standing. Ladder climbing. Twisting, bending, reaching, stooping operating a wide variety of equipment. Driving when making deliveries. Must be able to lift up to 50 pounds frequently. May be required to stand throughout shift and operate large delivery vehicles and forklifts.

Salem-Keizer School District is an equal opportunity employer.

Position: Shipping and Receiving Clerk

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____