

RECEIVING CLERK

DEFINITION

Under general supervision receives, checks, stores and distributes equipment, instructional and media materials and supplies; receives, stores, and delivers foods, equipment, and supplies; interacts with vendors and parents; posts open purchase orders, receipts on a computer terminal; monitors gasoline storage tanks; changes the marquee; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Receives deliveries of instructional and media materials, supplies, and equipment; signs for deliveries; records receipts; inspects shipments for visible damage; enters into daily log book. *E*

Unpacks cartons and inspects for hidden damage, contacting vendors if noted; checks contents of cartons against purchase orders or ordering documents noting shortages, overages, and specifications. *E*

Makes follow-up telephone calls and checks with vendors for late shipments, delivery errors, broken or damaged materials and similar errors. *E*

Checks packing list for accuracy and sends to Accounting Office to facilitate payments. *E*

Repack cartons and expedites to department or school ordering goods. *E*

Marks inventory items with identification information and forwards paperwork to inventory control center. *E*

Stores warehoused items on pallet racks utilizing the forklift, rotating to assure proper usage; stores frozen items in freezer with forklift or pallet jack, rotating to assure proper usage. *E*

Issues stock from warehoused items and loads truck for delivery to schools or department. *E*

Reviews files for outstanding purchase orders and contacts vendors for delivery information. *E*

Receives requisitions for office supplies and printed forms; obtains necessary authorization; and fills orders from requisitions and packages and expedites to ordering department or school. *E*

Orders office supplies and printed forms as inventory depletes. *E*

EXAMPLES OF DUTIES (cont.)

Prices items from warehouse catalog and sends appropriate paperwork to facilitate charges. *E*

Operates District vehicles; maintains and services lifts, pallet jacks, and other related equipment used in warehouse; monitors gasoline storage tanks; prepares documents and parcels for shipments by United Parcel Service; keeps warehouse in clean and safe condition. *E*

Prepares instructional media materials, films, equipment, and parts for delivery. *E*

Maintains accurate inventory records of capital equipment, coordinating periodic physical inventories. *E*

Coordinates transfer of equipment leaving school or between school offices. *E*

Receives deliveries of new textbooks; stamps labels and issues to students throughout the school year; repairs damaged textbooks; disposes of obsolete textbooks and surplus equipment; takes periodic inventory of all textbooks used in the school; engraves or stencils inventory control numbers as required. *E*

Supervises students or part-time help in these activities as assigned. *E*

Maintains "lost & found" department for students. *E*

Oversees changes on the marquee. *E*

Performs related work as required.

MINIMUM QUALIFICATION

Knowledge of:

1. Warehousing in its physical aspect of proper and orderly storage of foods, supplies, equipment, and related materials;
2. Inventory procedures and forms;
3. Basic math;
4. Special relationships as related to storekeeping;
5. Simple record keeping; and
6. Appropriate safety precautions and procedures.

Ability to:

1. Establish and maintain effective storekeeping procedures;
2. Learn the special storage requirements for perishable items and other items requiring special care;
3. Maintain simple records;
4. Operate trucks, forklifts, and other material moving equipment skillfully and safely;
5. Train and direct the work of others;
6. Understand and carry out oral and written instructions;

Ability to: (cont.)

7. Establish and maintain effective relationships with those contacted in the course of work; and
8. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Responsible experience in receiving, storing, or issuing stock; experience in the operation of a truck or similar vehicle.

WORKING CONDITIONS

Environment:

Warehouse and outdoor environment; subject to driving a vehicle to conduct work; regular exposure to fumes, dust, and odors.

Physical Abilities:

Lifting, carrying, pushing, and pulling items weighing up to 100 pounds with frequent lifting and carrying objects weighing up to 50 pounds to load and unload trucks; bending at the waist; reaching overhead, above the shoulders, and horizontally; standing for extended periods of time; walking; dexterity of hands and fingers to operate a computer and related equipment and vehicles; hearing and speaking to exchange information; seeing to read purchase orders and verify accuracy.

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