

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Shipping and Receiving Clerk I**Department:** Purchasing**FLSA:** Non-Exempt**Reports To:** Warehouse Supervisor**Pay Grade:** 04

SUMMARY

Receives, organizes and stores library books, supplies, materials and equipment. Assembles and fills orders from District library sites.

NATURE AND SCOPE

Under general supervision of the Warehouse Supervisor, performs duties that are normally well defined and follow established procedures. Works independently and exercises limited judgment and discretion in planning and prioritizing work in receiving, storing and distribution of textbooks and library materials. Supervision is available to assist with unusual situations or problems. Meets established schedules for delivery of supplies. Communicates with peers in immediate work group, District staff and outside delivery drivers.

DISTINGUISHING CHARACTERISTICS

Advancement in the Warehouse/Purchasing arena requires additional formal education or training in purchasing, warehouse management or a related field. Incumbents in this position may also consider advancement in the Transportation department.

ESSENTIAL TYPES OF DUTIES (Examples)

- Receives and inspects incoming library books, supplies and equipment for conformity to purchase orders. Reports shortages, damages or other discrepancies.
- Organizes, marks and stores library supplies, materials and equipment in proper locations.
- Performs periodic counts of library inventory items. Identifies and recommends items requiring ordering.
- Assembles and prepares orders for delivery to library sites.
- Performs general clerical work in support of the assigned function. Maintains logs, files and records.
- Delivers supplies, materials, equipment to library sites and offices.
- Participates in the movement and set up of library furniture and equipment.
- Coordinates library inventory activities with other District staff.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of storekeeping and warehouse procedures, including principles and procedures of record keeping related to inventory methods. Requires basic arithmetic and record keeping skills. Requires knowledge of safe work practices.

Abilities: Requires the ability to perform all of the duties of the position effectively and efficiently under general supervision. Must be able to Receive, verify and store incoming supplies and equipment, maintain stock inventory control records and fill orders accurately from requisitions. Requires the ability to keep stores and storage facilities in a clean and orderly fashion. Must know and adhere to the rules and regulations regarding storage of food stuffs. Must be able to operate a forklift, pallet jack and delivery truck safely and efficiently. Requires the ability to perform manual labor, including lifting, carrying and moving heavy equipment and supplies. Must be able to communicate with the normal range of contacts in a manner which reflects positively on the department and the District. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch. Requires good hand-eye coordination and arm, hand, finger dexterity to operate keyboard and other equipment related to the position. Requires leg, foot dexterity to operate gas, brakes and clutch when driving vehicles. Requires visual acuity including depth perception.

Education and Experience: High School diploma or equivalent required. Minimum of 1 year warehouse or store keeping experience required.