CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Shipping and Receiving Clerk II

Department: Purchasing FLSA: Non-Exempt

Reports To: Warehouse Supervisor **Pay Grade:** 11

SUMMARY

Receives, organizes and stores warehouse supplies, materials and equipment. Assembles and fills orders from District schools and offices. Picks up and delivers school supplies, mail, materials and equipment.

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 some judgment and discretion in planning and prioritizing work in receiving, storing and distribution of supplies, materials and equipment. Meets well established schedules and timelines. 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 equipment, supplies and foods for conformity to purchase orders. Reports shortages, damages or other discrepancies.
- Organizes, marks and stores stock items in proper location using forklifts, pallet jacks and pallets.
- Performs periodic counts of stock. Identifies and recommends items requiring ordering.
- Assembles and prepares orders for delivery to schools and offices.
- Performs general clerical work in support of warehouse. Maintains logs, files and records.
- Delivers supplies, materials, equipment, and District mail to school sites and offices.
- Participates in the movement and set up of classroom and office furniture and equipment.
- Coordinates warehouse activities with other District staff.

• Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of storekeeping and warehouse procedures, including methods of proper and orderly receipt, storage and delivery of supplies and equipment and cafeteria supplies and equipment. Must know the principles and procedures of record keeping related to inventory methods. Requires basic arithmetic and record keeping skills. Requires a 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 foodstuffs. 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 2 years increasingly responsible warehouse experience required.

Licenses and Certificates: Requires a valid California Driver's License.