



Job Title: **Assistant Receiving Clerk/Delivery Driver**

Department: Purchasing/Warehouse

Supervisor: Warehouse Manager

Lane Placement: 5

Schedule: **8 hr/ 242 days**

Evaluation Group:

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

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 Assistant Receiving Clerk / Delivery Driver will be cross trained in all tasks to include truck driving, handling equipment, order picking, checking and packing, routine preventive maintenance of equipment and facilities, computer / 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. Keeps warehouse stock well marked, clean, and master locations stocked. Maintains overstock location log. Conducts spot counts and researches discrepancies in inventory counts. Check counts when items are received and placed in warehouse locations.
- 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.
- Participates in the annual warehouse inventory and audits.
- Performs other warehouse tasks not related to receiving / delivery as assigned. Assists other departments as needed.
- Must be able to perform basic and regular maintenance on equipment (e.g., charging forklifts, checking tires, oil, and other fluids, watching gauges for problems to be referred to supervisor).
- Ability to organize loading of trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of warehouse equipment.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High School diploma, GED, or equivalent.
- Class B CDL with Air Break.
- Food Handlers Permit.
- Must be able to pass forklift certification as required by OSHA.
- Basic Math and Customer Services skills.
- Must have good reading, math skills and legible handwriting.
- Good interpersonal skills. Must be able to interact with principals, District Office personnel, teachers, custodians, school lunch managers, commercial truck operators, and some outside vendors.

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

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job requires much physical labor (loading and unloading heavy items).
- May be required to work in freezer.
- Makes deliveries in all kinds of weather.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: _____ 6/9/2020 _____