



Job Title: **Transportation Receiving Clerk Level 1 & 2**

Department: **Purchasing/Warehouse**

Supervisor: **Warehouse Manager**

Lane Placement: **6 or 7**

Schedule: **8 hr/ 242 days** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the direction of the Buyer for the Transportation Warehouse. The **Transportation Receiving Clerk** orders and receives parts into the warehouse, ensures that the amounts; quality and price are correct, and matches invoices to purchase orders. Incumbent stocks shelves and maintains inventory records in the computer, and assists with ongoing and end-of-year inventory. May drive to various locations to pick-up or deliver items. Create purchase orders and use district credit card to purchase inventory and non-inventoried items. Must maintain district credit card purchase records and perform detailed monthly reconcile forms for district credit card purchases. The **Transportation Receiving Clerk** may be cross trained in all tasks to include truck driving, operating material handling equipment, operating forklift, order picking, checking and packing, routine preventive maintenance of equipment and facilities, computer and data entry, handling of freight claims and shipping tasks.

ESSENTIAL FUNCTIONS

- Assist in purchasing items for inventory and non-inventory items. Receive parts into warehouse and ensures amounts, quality and prices are correct.
- Assist with perpetual and annual inventory. Input various data into district system (Skyward).
- Maintain records of vendor quotes and bids. Match invoices to purchase orders.
- Issue parts and supplies to mechanics and others as authorized.
- Interact positively with administrators, school / district staff and vendors.
- Resolve delivery problems as they arise.
- 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 primary and overstock locations. Keeps warehouse stock well marked, clean, and proper inventory levels. Maintains overstock location log. Conducts spot counts and researches discrepancies in inventory counts. Assures that correct counts are entered when items are received and placed in warehouse locations.
- Provides clerical and data entry services on all incoming warehouse stock, verifies all receiving documents, prepares computer receiving reports for accounting department and buyers, documents all materials returned to vendors for credit, and follows up on freight damage and shortage claims.

- Operates equipment (forklifts, pallet jacks, etc.) in the warehouse in a safe manner to ensure safety of self and co-workers, and avoid damage to product or building.
- Performs daily and periodic preventive maintenance on equipment and facilities.
- Will make deliveries to different locations.
- Performs other warehouse tasks not related to receiving as assigned. Assists other departments as needed.
- Must be conscious of accuracy in all aspects of work.
- 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.

QUALIFICATION REQUIREMENTS

- Requires High School diploma, GED, or equivalent.
- Must be able to pass forklift certification as required by OSHA.
- Must have good reading, math skills, legible handwriting, and basic computer skills.
- Good interpersonal skills. Must be able to interact with variety of people and personalities.
- Must have or be able get a CDL Class B within 6 months of hire. Must have knowledge of all driving rules and safety procedures required by law.
- Knowledge of automotive and bus parts is a plus. Those individuals could be considered first for this position.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Job requires much physical labor (loading and unloading heavy items, tipping tires from floor to upright of 100 pounds, standing, sitting, stooping, balancing and climbing on/off trucks).
- Makes deliveries and picks up items in all kinds of weather.
- Job Requires occasional lifting and working in awkward positions:
 - Of items between 75 and 100 pounds.
- May be exposed to chemical hazards. Work in all weather conditions. Some exposure to fumes, dirt, dust, grease, cold and heat.

- 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

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