



REVISED:
07/01/2015

JOB TITLE:	CENTRAL RECEIVER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8838
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides system-wide receiving and distribution for materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for the receiving, identification, marking & placement of materials
- Assumes responsibility for all paperwork subsequent to the receiving process
- Assists the requisitioning units and schools with any problems relative to the receiving functions
- Performs all contacts between users, vendors, and shippers when delivery errors occur
- Coordinates shipments sent to the warehouse for departments and units
- Assumes responsibility for notifying appropriate personnel of receipts of equipment to be etched and stenciled
- Operates vehicles and lifting equipment as required
- Assists with all forms of warehouse operation such as receiving, storage, stock issue, and maintenance
- Assists in providing necessary security within the warehouse
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Valid driver's license
- Three (3) years successful experience in warehousing and materials receiving
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of Board policies
- Knowledge of unit, department and school locations
- Ability to operate a forklift

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.