



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	RECEIVER CENTRAL
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
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, and 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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of 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

Experience in a diverse workplace

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