

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SHIPPING/RECEIVING CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in delivering materials and inventory preferred.
- (3) Possess a valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to receive and carry out assignments, both orally and in writing. Ability to maintain records and to prepare and submit reports. Ability to maintain effective working relationships with other employees. Knowledge of the occupational hazards and safety precautions of the work. Ability to devise own methods for accomplishing assigned tasks and to work with some independence.

REPORTS TO:

Coordinator, Purchasing / Warehouse

JOB GOAL

To assist in receiving and disbursing materials and supplies necessary for the efficient operation of the District offices and schools.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Receive and deliver materials, supplies, mail, commodities, and groceries in accordance with established schedules.
- * (2) Perform various errands for District offices as needed.
- * (3) Deliver new equipment to schools as required.
- (4) Assemble products as needed.
- * (5) Unpack items received and inspect for damage or defect.
- * (6) Verify accuracy of shipments by counting, weighing, or measuring items and comparing order information; record any discrepancies.
- (7) Assist with maintenance functions as time permits.
- (8) Maintain warehouse in orderly manner.
- (9) Ability to work in a constant state of alertness and safe manner.
- (10) Assist Custodial Training Specialist as time permits.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

Shipping/Receiving Clerk (Continued)

*Essential Performance Responsibilities

**Job Description Supplement Code 8
Group 2 of the ESP Salary Schedule
DOE Job Code 77628**

GP 2

Revised Board Approval: 09/13/2023