

CORONADO UNIFIED SCHOOL DISTRICT

SHIPPING AND RECEIVING ASSISTANT

Job Summary

Under the direction of the Assistant Superintendent, Business Services, receive and correlate freight to purchase orders and identify contents of order to assure orders are complete; identify department and place on route or on site for delivery; maintain records related to shipping and receiving activities.

Immediate Supervisor

Assistant Superintendent, Business Services

Essential Duties/Tasks

Receive and correlate freight to purchase orders and identify contents of order to assure orders are complete; review packages for damages, over shipments, shortages and other shipping errors; record information regarding items received, process purchase orders and submit to accounts payable for payment.

Unpack shipments; distribute goods received to requesting office or department; identify department and place on route or on site for delivery; deliver goods to other locations as required.

Identify specific equipment and assign asset numbers for inventory according to established procedures and dollar amounts.

Assist departments and schools including purchasing staff with orders.

Prepare and maintain records related to shipping and receiving activities; maintain records used in recording goods received and filling purchase orders.

Operate a variety of shipping and receiving equipment including hand trucks, carts, and other tools as assigned; operate standard office equipment.

Participate in special projects and tasks as requested related to shipping and receiving.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Shipping and receiving methods and procedures.

Shipping and receiving record-keeping methods and procedures.

Operate a variety of office and warehouse equipment and tools.

Safe work practices.

Interpersonal skills including tact, patience and courtesy.

Current office practices, procedures and equipment related to shipping and receiving functions.

Telephone techniques and etiquette.

Ability to:

- Receive and correlate freight to purchase orders and identify contents of order to assure orders are complete.
- Identify department and place on route or on site for delivery.
- Assist departments with orders.
- Maintain records related to shipping and receiving activities.
- Perform mathematical calculations.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate various office and shipping and receiving equipment.

License/Certificates:

Valid California driver's license.

Education and Experience:

Any combination equivalent to graduation from high school.

Physical Environment:

- Indoor and outdoor environment.
- Constant interruptions.
- Regular exposure to noise, fumes, dust and odors.
- Driving a vehicle to deliver items.

Physical Demands:

- Dexterity of hands and fingers to operate shipping and receiving tools and equipment.
- Seeing to read a variety of materials and inspect shipments.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting, standing or walking for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information and make presentations.

October 9, 2003