

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE April 1988  
LAST REVISION DATE May 2018  
BAND & GRADE A-1-3-3

POSITION TITLE District Shipping/Receiving Clerk

IMMEDIATE SUPERVISOR: Safety and Warehouse Manager

Job Summary (Basic Purpose of Position)

Receive and distribute incoming freight to the proper location.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p><b>HANDLE US MAIL, UPS AND OTHER INCOMING FREIGHT</b></p> <p>1.01 Pick up US mail, sort and deliver to District Office</p> <p>1.02 Sort and deliver warehouse mail to District's mail room.</p> <p>1.03 Load and deliver processed freight to proper locations.</p> <p>1.04 Operate and maintain forklift, two-wheel hand truck, pallet jack and any other warehouse equipment following safety procedures.</p> <p>1.05 Arrange maintenance on district delivery vehicle as needed.</p> <p>1.06 Pick up materials to be recycled from schools and deliver to district warehouse.</p>	<p>A-1</p> <p>A-1</p> <p>A-1</p> <p>B-2</p> <p>B-2</p> <p>A-1</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>M/W</p> <p>D</p>		<p><b>KNOWLEDGE OF</b></p> <ol style="list-style-type: none"> <li>UPS and USPS locations and pickup procedures.</li> <li>Location of District offices, various school locations and delivery areas.</li> <li>Applicable District policies and procedures.</li> <li>Building facilities.</li> <li>Minnesota Laws, Rules and Regulations regarding operation of motor vehicles.</li> <li>District Geography.</li> <li>Safety and Sanitation procedures.</li> <li>Inventory policies and procedures.</li> </ol> <p><b>ABILITY TO</b></p> <ol style="list-style-type: none"> <li>Determine needs.</li> </ol>	<p>1.01 The District's mail was picked up and delivered to the District office in a timely manner.</p> <p>1.02 The outgoing mail was delivered to the District mail room in a timely manner.</p> <p>1.03 All Freight was delivered to the proper location.</p> <p>1.04 Forklift was operated when needed.</p> <p>1.05 The forklift and delivery vehicles were maintained and in good working condition.</p> <p>1.06 Recycling material was picked up in a timely manner and delivered to recycling center.</p>

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Drive delivery route vehicle delivering mail to all locations within the district.	A-1	D		2. Keep accurate records.	1.07 Mail was delivered each day in a timely and orderly manner.
1.08 Pick up <del>non</del> lunch money and other deposits from various school sites and deliver them to the district office.	A-1	D		3. Relate to others.	1.08 Receipts were collected from each location and delivered to the District office on time.
1.09 Move materials to and from maintenance, and electronics repair as needed.	A-1	D		4. Communicate effectively.	1.09 Other items were delivered as requested by the supervisor.
<b>RECEIVING ROOM</b>					
2.01 Prepare necessary documents for shipping UPS, parcel post and common carrier.	A-1	D		5. Maintain consistent and reliable attendance.	2.01 All materials being shipped was done in a timely manner.
2.02 Verify incoming freight for damage and correct number of boxes.	A-1	D		6. Safely operate motor vehicles, forklift, and other warehouse equipment.	2.02 All incoming freight was verified undamaged and correct.
2.03 Verify incoming shipments purchase orders and packing slips for accuracy.	A-1	D		7. Take appropriate action.	2.03 Purchase orders were verified against the packing list for accuracy.
2.04 Prepare necessary receiving and unloading arrangements for incoming freight.	A-1	D		8. Cooperate with others.	2.04 The necessary receiving and unloading arrangements were prepared for incoming freight.
2.05 Maintain an audit trail of delivered freight.	A-2	D		9. Plan.	2.05 Necessary documents were maintained for audit trail of delivered freight.
2.06 Material received incorrect or damaged, contact appropriate school personnel, trucking companies or vendor to resolve the problem.	A-3	D		10. Organize work.	2.06 Incorrect, damaged or lost freight was corrected.
2.07 Prepare necessary documents and freight for shipping with UPS, parcel post, common carrier, etc.	A-1	D		11. Frequently lift and carry objects weighing up to 50 pounds.	2.07 Freight was shipped according to shipper requirements and proper documents were prepared correctly.
2.08 Load and unload incoming freight at warehouse and other district locations.	A-2	D		12. Properly pack and prepare materials to be shipped.	2.08 Freight was loaded/unloaded in a safe manner.
2.09 Assist district personnel in verifying purchase orders, lost freight, ship dates of materials and expected delivery dates.	A-1	D		<p><b>SKILL IN</b></p> <p>1. Operation of forklift, pallet jack and 2 or 4 wheeled hand carts.</p> <p>2. Safely operating various vehicles.</p> <p>3. Requisition, purchase order and log book procedures.</p> <p>4. UPS and US mail shipping and packing requirements and</p>	2.09 Questions/problems were resolved in a timely manner.

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<p><b>WAREHOUSE DUTIES</b></p> <p>3.01 Assist with warehouse duties as needed and directed.</p> <p><b>MISCELLANEOUS DUTIES</b></p> <p>4.01 Unlock, lock and maintain security of district warehouse.</p> <p>4.02 Tag required equipment and record all information necessary for current and accurate property maintenance.</p> <p>4.03 Other duties performed as directed by immediate supervisor.</p>	<p>N/A</p> <p>A-1</p> <p>A-1</p> <p>N/A</p>	<p></p> <p>D</p> <p>W</p> <p>D</p>		<p>procedures.</p> <p>5. Carrying and transporting heavy loads.</p> <p>6. Using hand tools.</p> <p>7. Using appropriate equipment.</p>	<p>3.01 Warehouse duties were carried out as directed.</p> <p>4.01 Adequate security of the building was maintained in accordance with District policy.</p> <p>4.02 All required equipment was tagged and all information necessary for current and accurate property maintenance was recorded.</p> <p>4.03 Other duties were performed as directed by immediate supervisor.</p>
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**MINIMUM QUALIFICATIONS:** Valid Class D Driver's License.