



## **Job Description**

**Job Title:** Receiving Clerk  
**Department:** Shipping/Receiving  
**Reports to:** Distribution Supervisor  
**FLSA status:** Non-Exempt/Hourly

### **SUMMARY**

The receiving clerk manages all inbound packaging and materials.

### **REASONABLE ACCOMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED
- 2-3 years related experience and/or training

### **ESSENTIAL FUNCTIONS STATEMENT**

- Receive all materials per standard work documentation.
- Count, measure and verify all incoming materials and packages meet our quality standards.
- Inventory Control and accuracy
- Adhere to guidelines and procedures proscribed by ISO 9001.
- All other functions/responsibilities assigned by the manager.

### **REQUIRED SKILLS**

- Basic computer skills in Microsoft office products
- Must be able to drive a forklift.
- Must be able to use different types of measuring devices. IE: tape measures, etc.
- Detail-oriented.
- The ability to read documents.
- Ability to communicate with Supervisor and Manager.
- Ability to communicate verbally and follow written and verbal instructions.
- Basic Math: the ability to add, subtract, multiply, divide, fractions, and decimals.

### **POSITION QUALIFICATIONS**

#### **Competency Statements**

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.

- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

**PHYSICAL DEMANDS**

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.

<i>Physical Demands</i>		<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>C</u>	<i>Stand</i>	<u>C</u> 10 lbs or less	<u>C</u> 12 lbs or less
<u>C</u>	<i>Walk</i>	<u>C</u> 11-20 lbs	<u>C</u> 13-25 lbs
<u>C</u>	<i>Handling / Fingering</i>	<u>C</u> 21-50 lbs	<u>F</u> 26-50 lbs
<u>C</u>	<i>Reach outward</i>		
<u>O</u>	<i>Reach above shoulder</i>		
<u>N</u>	<i>Climb</i>		
<u>N</u>	<i>Crawl</i>		
<u>F</u>	<i>Squat or kneel</i>		
<u>F</u>	<i>Bend</i>		

*Other Physical Requirements*

**Ability to wear Personal Protective Equipment (PPE)**

- N Respirator
- N Ear protection
- C Safety glasses
- C Steel-toed safety shoes/boots
- N Other (specify)

*N (Not Applicable) Activity is not applicable to this occupation.*  
*O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*  
*F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)*  
*C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)*

**WORK ENVIRONMENT**

- Exposed to moderate noise and temperatures

**REQUIRED TRAINING**

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

**COMPANY STATEMENT**

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.