



<b>Position Title:</b>	Receiving Specialist		
<b>Reports To:</b>	Manager		
<b>Department:</b>	Property Management	<b>Job Code:</b>	4939
<b>Prepared By/Date:</b>	Alice Nealy/06-26-2009	<b>Job Group:</b>	SNE
<b>Approved By/Date:</b>	Maria Halloran/06-26-2009	<b>Salary Grade:</b>	8
<b>Revised:</b>	Jennifer C. Brito/06-26-2009	<b>FLSA Status:</b>	Non-Exempt

**Summary:**

The Receiving Specialist performs clerical and manual tasks at the Central Receiving Warehouse located at the North Campus.

**Essential Duties and Responsibilities:**

- Receives and inspects a large volume of equipment purchased by the college for all the campuses
- Inputs in the Purchasing/Receiving System all merchandise ordered by the college
- Signs manifest from drivers for all merchandise delivered to receiving by vendors
- Drives electric powered forklifts to receive and move equipment around the warehouse
- Inputs tangible property items into the college DHS property system
- Prepares merchandise received reports to send out to ordering departments
- Prepares delivery lists by campus used by drivers for deliveries
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Must have sufficient physical strength to lift and carry weight in excess of 50 pounds
- Must be able to stand, bend, and walk for most part of the workday
- Knowledge of college policies and procedures related to receiving
- Knowledge of state regulations pertaining to the tagging of tangible assets
- Ability to log numbers with accuracy
- Must be able to lift heavy boxes and use heavy equipment like pallet jacks and forklift

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school Diploma with three (3) years of experience in Receiving and or Warehouse Operation
- Forklift license required, the college will provide training.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name