POSITION DESCRIPTION

TITLE: Central Receiver
LOCATION: Central Receiving
REPORTS TO: Manager, Central Receiving & Distribution
DEPARTMENT: Central Receiving & Distribution

SUMMARY STATEMENT:
Under the general supervision of the Manager of Central Receiving and Distribution, the Central Receiver is responsible for performing warehousing duties, i.e. loading and unloading orders; stocking inventory and maintaining warehouse; transporting orders of equipment, materials and supplies; receiving and checking orders against purchase orders; and shipping of goods in and out of the department. The Central Receiver also directs the work of student and summer workers and ensures that assignments are completed in a safe, proper, and timely manner.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via email, and in writing.
2. Evaluate rush orders and special deliveries for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
3. Maintain a daily log of all goods received at Central Receiving and Distribution.
4. Maintain a daily delivery log of all goods dispatched to schools and offices inside the District.
5. Maintain a record of both shipping and receiving for curriculums preview department.
7. File purchase orders in sequential order.
8. Responsible for receiving and payment authorization.
9. Responsible for fulfilling the order picking statements submitted by district employees via the fiscal system, and packaging the orders for delivery.
10. Responsible for fulfilling the stock inventory order picking statements submitted by district employees, and packaging the orders for delivery.
11. Responsible for new item stock numbers and sequential placement. Insure proper inventory and inventory controls.
12. Respond to a variety of calls, concerns, and/or complaints for the purpose of resolving problems and providing information.
13. Handle problems regarding requisitions, merchandise information, and out-of-District shipping requests.
15. Forward packing slips to school or office locations receiving incoming freight.
16. Direct invoices/packing slips to the Accounting department.
17. Follow up on damaged goods and back orders.
18. Move and unload merchandise and/or equipment as necessary.
19. Insure proper care and maintenance of all tools and equipment, i.e. forklift, pallet jacks, and power tools.
20. Provide direction and training to summer helpers, student workers, Network workers, and community service workers for the purpose of ensuring that department objectives are achieved.
21. Maintain time sheets and verify penalties for security and safety of District property and personnel.

OTHER RESPONSIBILITIES:
1. Provide back-up support for coworkers as required.
2. Assist with inventory and surplus sale as requested.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Reaching (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Standing (66-100%)</td>
</tr>
<tr>
<td>Walking (66-100%)</td>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Pushing/Pulling (33-66%)</td>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
</tr>
<tr>
<td>Lifting/Carrying Up to 75 lbs. and carrying for 50 ft. (66-100%)</td>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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</tbody>
</table>
MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Detail Work (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Problem Solving (33-66%)
- Reasoning (66-100%)
- Customer Contact (33-66%)
- Training (33-66%)
- Math (33-66%)
- Written Communication (33-66%)
- Reasoning (66-100%)
- Written Communication (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Upto 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, calculator, printer, copy machines, FAX machine, scanner, forklifts, hand trucks, various trucks, pallet jacks, equipment for washing and maintaining vehicles, manually operated tools and equipment, communication equipment (radios and telephones), bar coding equipment, and all other tools and equipment necessary to perform to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum of three years of warehouse receiving and distribution, or related experience.
2. Demonstrated ability to communicate effectively with students, staff and the general public.
3. Demonstrated ability to follow both oral and written instructions.
4. Knowledge of or willingness to learn computer skills.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated math aptitude.
7. Demonstrated organizational skills and the ability to follow through.
8. Demonstrated ability to operate the tools and equipment as outlined in the tools and equipment area above.
9. Demonstrated ability to establish and maintain records.
10. Demonstrated ability to perform safety inspections on equipment.
11. Must possess sufficient strength to move, and unload merchandise and/or equipment weighing up to 75 lbs., utilizing manual and/or mechanized equipment as necessary.
12. Demonstrated ability to work with little or no supervision.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
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260-261 Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: ___________________________
District: ___________________________ Date: ___________________________

Revised Date: 10/25/2019
Classification: Service Workers
Class: Class VI
Display on Web? Yes

Central Receiver