POSITION DESCRIPTION

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

SUMMARY STATEMENT:
Under the direction of the Manager, Central Receiving & Distribution, the Central Receiving Assistant will assist in a variety of central receiving, distribution and deliver duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via email, and in writing.
2. Assist with moving and unloading merchandise and/or equipment as necessary.
3. Assist in computer input of stock orders and inventory checks.
4. Assist with daily log of all goods received at Central Receiving and Distribution.
5. File purchase orders in sequential order.
6. Assist with picking warehouse stock inventory orders.
7. Assist with forwarding packing slips to school or office locations receiving incoming freight.
8. Assist with directing invoices/packing slips to the Accounting Department.
9. Follow up on damaged goods and back orders.
10. Assist with pick-up and delivery services throughout the District in accordance with established procedures.
11. Assist with loading/unloading and delivering materials to, from, and/or between District and supplier locations as required in a safe, timely and courteous manner.
12. Assist with inventory, supply requests, and surplus sales.
13. Successfully complete all required tasks in a timely manner.
14. Must comply with all district and government safety regulations.
15. Perform the duties of the Central Receiver and Delivery positions in his/her absence.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Sitting (33-66%)
- Walking (66-100%)
- Pushing/Pulling (33-66%)
- Lifting/Carrying Up to 75 lbs. individually – over 75 lbs. with assistance (66-100%)
- Reaching (66-100%)
- Hearing (66-100%)
- Writing (33-66%)
- Bending (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Speaking (66-100%)
- Standing (66-100%)
- Acceptable Attendance
- Stooping (33-66%)
- Required to work at heights
- Required to work outdoors in inclement weather

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Problem Solving (33-66%)
- Math (33-66%)
- Verbal Communication (66-100%)
- Reasoning (66-100%)
- Written Communication (33-66%)
- Detail Work (33-66%)
- Customer Contact (33-66%)
- Training (33-66%)
- Multiple Concurrent Tasks (66-100%)

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
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Computer/laptop, 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. Warehouse receiving and distribution, or related experience preferred.
2. Pick-up and delivery experience, or training preferred.
3. Demonstrated ability to communicate effectively.
4. Demonstrated organizational skills and the ability to follow through.
5. Demonstrated ability to establish priorities.
6. Demonstrated math aptitude.
7. Demonstrated ability to follow both oral and written instructions.
8. Knowledge of or willingness to learn computer skills.
9. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
10. Demonstrated ability to operate the tools and equipment as outlined in the tools and equipment area above.
11. Must possess sufficient strength to load, move, and unload merchandise and/or equipment weighing up to 75 lbs. utilizing manual and/or mechanized equipment as necessary.
12. Must be able to read and interpret road and school site maps.
13. Must possess a valid driver’s license and must be able to provide current driving abstract.
14. 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>Telephone: (360) 604-4010</td>
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Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: __________________________________________ Date: _________________

District: __________________________________________ Date: _________________

NEW ☒
Revised Date: 10/22/2019
Classification: Service Worker
Class: Class V
Display on Web? Yes

Central Receiving Assistant