State College of Florida, Manatee-Sarasota
Job Description

Job Title: Bookstore Shipping and Receiving Clerk
Reports to: Bookstore Manager
FLSA Status: Non-exempt
Level: 112
Position Class: C9983

Job Summary:
Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Compares identifying information and counts, prices, organizes, and stocks textbooks received and verifies information against invoices, orders, or other records.

2. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Prepares, processes, and ships all returns of texts in accordance with established College policies and procedures.

3. Ships orders placed by students in a timely manner. Ships and receives textbooks to/from other companies and maintains shipping records.

4. Examines outgoing shipments to ensure shipments meet specifications.

5. Maintains inventory of shipping materials and supplies; assists in Bookstore inventory.

6. Uses hand truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.

7. Performs data entry into the computerized point-of-sale system for items received and returned. Prepares and verifies all accounting records pertaining to the shipping and receiving function.

8. Operates point-of-sale register. Receives payment for merchandise; makes change to customers.
9. Trains temporary staff in the use of all shipping and receiving equipment.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and one year’s related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  Responsible for assisting in training of temporary staff.

- **Language Ability:**
  Ability to read and understand basic instruction, short correspondences, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few changes in common situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of spreadsheet software and Textbook Management System database software. Within three months of hire must be able to use College e-mail and other College required software.

- **Certificates and Licenses**
  No certifications needed.

**Responsibility for People and Property:**
None.

**Responsibility for Communication:**

- **Internal Contacts**
  This position has quarterly contact with State College of Florida, Manatee-Sarasota staff assistants and routine contact with students.

- **External Contacts**
  This position has frequent contact with publishers and shipping companies.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work in high, precarious places; fumes or airborne particles and outdoor weather conditions.

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.

While performing the duties of this job, the employee is regularly required to use manual dexterity and to talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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