State College of Florida, Manatee-Sarasota
Job Description

Job Title: Shipping/Receiving Clerk
Reports to: Central Services/Property Records Manager
FLSA Status: Non-Exempt
Level: 112
Position Class: C9942

Job Summary:
Processes all incoming equipment, material, and anything that State College of Florida, Manatee-Sarasota has ordered from a vendor. Ships all outgoing freight from State College of Florida, Manatee-Sarasota. Delivers on campus, all State College of Florida, Manatee-Sarasota orders received. Processes all paperwork associated with orders on Banner.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, 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. Receives all State College of Florida, Manatee-Sarasota purchase orders from outside vendors. Includes unloading tractor/trailers and other forms of delivery.

2. Sorts and processes orders including entering the data on State College of Florida, Manatee-Sarasota Banner computer system.

3. Delivers all orders around campus.

4. Operates forklift.

5. Ships all outgoing freight from department requests.

6. Fills in for Venice Campus Courier and Postal Clerk when either is out on leave.

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 related experience and/or training; or equivalent combination of education and experience.

• **Supervisory Experience:**
  This job has no supervisory responsibilities.

• **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

• **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.

• **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete variables in standardized situations.

• **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet and inventory software, and current College e-mail.

• **Certificates and Licenses:**
  Requires forklift operator certificate.

**Responsibility for People and Property:**
This position has some responsibility for handling monetary assets of the College.

**Responsibility for Communication:**
• **Internal Contacts:**
  Routine contact with State College of Florida, Manatee-Sarasota faculty and staff.

• **External Contacts:**
  Occasional contact with freight companies and vendors.

**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 frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places and fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.
**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 reach with hands and arms. The employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**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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