

WESTERN MICHIGAN UNIVERSITY

TITLE: Receiving Clerk

GRADE: M - 5

FUNCTIONS:

The incumbent receives commodities into the warehouse or receiving area. Commodities received include, but are not limited to, office supplies and equipment, industrial equipment, small and major appliances, motors, construction materials and equipment, chemicals, hazardous materials, live animals and other incoming and surplus materials and equipment. The incumbent checks commodities received against purchase orders and packing slips to verify that items and quantities are correct, and records all items received as well as any items back ordered. This position inspects commodities received for damage and defects; coordinates the return of commodities with carriers, vendors and user departments; and expedites the correction of defective or deficient orders with vendors. The incumbent prepares and maintains records of all materials shipped and received; prepares and issues delivery reports and other receipt documents. The incumbent may prepare inventory control and billing/accounting documents, and/or maintain all appropriate inventory control procedures.

This position moves commodities received to storage areas pending delivery to/pick up by end-user departments/vendors, and ensures that all items are properly labeled and identified. The incumbent employs lift trucks, reach trucks, hand trucks, dollies and other devices as needed to move commodities to storage areas. The incumbent stacks materials in storage bins and on shelving, pallet racking, mezzanines or other storage areas as appropriate. This position stacks materials weighing one-hundred-twenty-five pounds (125 lbs.) to a height of four feet (4') with or without mechanical assistance, and employs pallet jacks, reach trucks, hoists, and other devices to stack items weighing more than one-hundred-twenty-five pounds and to stack items at heights from six feet to nineteen feet. The incumbent retrieves materials and equipment from storage areas, employing ladders, step ladders and rolling stairways in addition to the devices cited above. This position prepares materials and equipment for delivery to end users on campus and to external vendors. The incumbent prepares and processes all documentation required for inventory control and may prepare departmental billings. As directed by the Supervisor, the incumbent may perform duties of an M - 2.5 Stores Laborer, an M-3.5 Delivery Truck Driver and/or an M - 3.5 Mailperson.

The incumbent maintains the warehouse/storage area in a neat, clean and orderly condition. This position may participate in physical inventory processes, accurately counting materials and completing inventory control documents. The incumbent performs all work in compliance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times, and must wear full protective gear when storing and retrieving hazardous materials. The incumbent must comply with all OSHA/MIOSHA regulations regarding the handling and storage

of such materials. This position performs additional duties as requested by supervisory personnel, including the picking up of orders from off-campus vendors.

QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. The incumbent must possess sufficient writing skills and mathematical skills to prepare delivery reports, and any required accounting/billing documents, inventory control documents and inventory control records. The incumbent may be required to have basic computer literacy to operate computerized inventory control systems. Possession of a valid Michigan commercial driver's license is required.

In order to perform the essential functions of the job, the incumbent must be able to raise 125 lbs. dead weight to a height of 48" (four feet) with or without mechanical assistance, and must be able to raise materials and equipment weighing up to 2.5 tons with mechanical assistance. The incumbent must be able to raise items weighing up to 50 lbs. to a height of 6 feet (6') as many as 100 times per day, and must be able to raise items weighing more than 50 lbs. and/or items of any weight to heights above 6 feet, with mechanical assistance up to 500 times per day. The incumbent must be able to ascend ladders to a height of eight feet (8') while carrying inventory items weighing as much as 40 lbs. The incumbent must be able to move 40 lbs of weight up a flight of stairs and must be able to maneuver in aisle ways less than three feet (3') wide carrying said weight. The incumbent must be able to stack and retrieve materials and equipment in/from inventory storage areas, and must be able to retrieve inventory items from ground level storage as many as 100 times per day. The incumbent must be able to operate mechanical lifting devices. The incumbent must be able to stack, retrieve, move and dispense materials for 6-7 hours per day, work above shoulder level for extended periods of time, and traverse distances up to 5 miles per day in the process of placing items in/retrieving items from storage locations.

The incumbent must be able to tolerate exposure to dirt, dust and mildew as well as exposure to petroleum products, including gasoline and diesel fuel. In order to obtain a valid Michigan commercial driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent may be required to be able to accurately distinguish colors in order to identify color-coded inventory labels. The incumbent must have sufficient auditory acuity with or without audiological appliances to hear vehicle warning sounds signaling that the vehicle is backing up.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for reasonable job accommodations.