

Receiving Specialist

Job Description

Reports To:	Receiving Supervisor
Supervisory Responsibilities?	No
FLSA Classification	Non-Exempt
Work Status	Full Time
Effective Date	June 2016
Revision Date(s)	June 2020

POSITION SUMMARY

This position is responsible for unloading delivery trucks, signing for deliveries, checking delivery content against shipping invoice, stocking and transferring deliveries, and working with both customers and distributors to address any shipping and delivery issues.

Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

ACCOUNTABILITIES

- Unload delivery trucks and compare received product to packing lists to ensure deliveries are complete.
 - Real time receipting of food bank receipts and printing of pallet tags from Ceres.
 - Maintain expertise in Ceres, State system, and inventory software programs related to receiving, item and donor card maintenance, distribution, and inventory control.
 - Receipting and invoicing of Public Warehouse products.
 - Real time receipting, tagging, and documentation of all food bank and public warehousing product, including all donations, purchase product, government, leased storage and other program product.
 - Accurate creation and management of item cards.
 - Assist in inventory variance reconciliation.
 - Operate and maintain warehouse equipment in a safe and prudent manner (e.g., forklifts, pallet jacks, hand trucks etc.).
 - Adhere to all safety and security guidelines.
 - Maintain a clean and orderly work area. Remove shrink wrap and tape from dock pallets, wipe cases and make presentable, and recommend the removal or transfer of product that is not picked up.
 - Follows all AIB, FA, OSHA, and other Federal, State, and Local requirements.
 - Participate in meetings and committees as appropriate.
 - Comply with all SHFB policies and procedures.
 - Maintain a professional, positive, and courteous demeanor.
 - Perform other duties as assigned to meet company needs.
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QUALIFICATIONS

Education: High school diploma or equivalent is required.

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Experience: At least 1- 3 years' experience that is directly related to the duties and responsibilities specified.

Skills and Capabilities

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Ability to operate standard warehouse equipment including, but not limited to, pallet jacks, forklifts, dock levelers, and other materials-handling equipment.
- Able and willing to work in extreme weather conditions and to work within varying indoor temperatures (e.g., freezers, coolers, and buildings that are not temperature controlled).
- Knowledge of inventory management.
- Strong attention to detail and accuracy.
- Basic math skills with the ability to read, comprehend, and follow instructions/procedures.
- Able to work in a physically-demanding environment which includes lifting and/or moving material weighing up to 50 pounds frequently, and heavier items occasionally.
- Walk, sit, squat, bend, twist, and reach at various heights above and below shoulder level.
- Advanced computer skills.
- Ability to work in a results-oriented environment and perform against established performance standards.
- Able to work overtime as required

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be may be considered in lieu of education and/or experience at the company's discretion.

WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

This position operates primarily in an office setting and requires frequent use of phone. The employee is required to operate standard office equipment such as (computer, copier, scanner, printer, and fax). This position interacts with volunteers, visitors, clients, and staff. This position requires sitting at a desk for long periods of time and involves extensive computer work with frequent interruptions. Routine travel to pick-up items and attend special events is normal. Occasional walks throughout facility (warehouse and office) to communicate with staff. The employee may be required to push, pull, lift, and/or carry objects, such as boxes containing office and other supplies. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

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By signing below, I acknowledge that I have read and understand this job description.

Employee's Printed Name

Employee's Signature

Date