

Job Description/Title: Shipping/ Receiving Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

SHIPPING/RECEIVING SPECIALIST

JOB SUMMARY

Under direct supervision, perform a variety of tasks related to the day-to-day operation of the campus warehouse. Receive direction from supervisor within a broad framework of standard policies and procedures. Receive, store distribute, load, unload and deliver mail, supplies and equipment. Operate an orderly and safe receiving, loading and mail processing area. Enter data related to warehouse activities into the computer and mail processing equipment.

EXAMPLES OF FUNCTIONS

Essential Functions

Receive and inspect incoming stock, equipment, supplies and materials for conformity to purchase orders and packing slips. Maintain an accurate record for all materials and goods shipped and received. Pack materials for returning and/or shipping.

Complete appropriate paperwork for and place property stickers on all incoming materials and equipment with a value of \$500 or more; temporarily store incoming shipments.

Sort and deliver mail, office supplies and equipment to requesting division, department or individual.

Store, stock and maintain storage areas and goods in a clean and orderly condition; follow prescribed guidelines and procedures.

Pick up and distribute mail and parcels; process incoming and outgoing mail.

Coordinate the usage of campus vehicles, including reservations, documentation, key and gas card issuance, vehicle damage inspection and reporting.

Schedule maintenance (checking oil and fluids, cleaning) of college vehicles and verifying that vehicles are serviced and ready for use.

Operate delivery cart, forklift, pallet jack and other warehouse tools and equipment.

Other Duties

Monitor student workers as assigned.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge and abilities listed herein. For example, completion of high school or equivalent and one year of recent experience in:

shipping and receiving; storing and issuing stock; operating a forklift and other equipment typically used in a warehouse.

Knowledge

Knowledge of: warehousing, storage and distribution methods and procedures; proper methods of storing equipment and supplies; safety rules and regulations related to warehouse operations and equipment usage.

Abilities

Ability to: safely operate warehouse equipment to include delivery vehicles and forklift; understand and carry out both oral and written instructions; meet the physical requirements necessary for the successful performance of the required duties; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Heavy physical effort which may include extensive standing, lifting and twisting; frequent handling of equipment or shipments of up to 50 pounds; frequent activities requiring full body exertion. Indoor/outdoor work environment with exposure to environmental extremes.