

JOB DESCRIPTION

RECEIVING CLERK II (RC II)

DIVISION: Warehouse Department

JOB TITLE: Receiving Clerk II (RC II)

JOB NUMBER: 5002

REPORTS TO: Branch Manager (BM)

JOB PURPOSE: This position requires commitment in providing superior service in customer and employee relations, teamwork, clerical accuracy and organization skills. The Receiving Clerk II is directly responsible for all warehouse/yard receiving operations with timely and accurate execution of receipt and return of stock and special order inventory from vendors, proper storage, customer service, safety compliance, and supervising other receiving personnel, . This position directly affects the accuracy and readiness of the inventory on hand to service customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In addition to the day to day duties required in this position, the clerk is expected to greet, acknowledge and assist customers that are in the general area. The customer is always the first priority at Capps. This may involve only a greeting, walking the customer to the product needed or simply finding a sales or yard employee to service the customer.
- Receipt of inbound inventory through –
 - Matching freight bills and/or vendor's packing slip with Capps purchase order
 - Timely unloading of freight
 - Checking shipment for completeness and correct product
 - Checking with appropriate Capps' management for action to be taken when an order is received incomplete or incorrect
 - Refusing damaged product at point of receipt
 - Noting discrepancies on freight bills
 - Labeling special orders with 'Special Order Label'
 - Notifying appropriate Capps personnel of product arrival or refusal
 - Stocking product in designated area for customer selection and loading
 - Keeping work areas clean and organized
 - Ensuring prompt, daily processing of paperwork for updating computer inventory on hand
 - Keeping accurate, organized and complete files and record keeping

- Communicating with vendors and freight lines on an as needed basis
- Stocking of Inventory --
 - Notify sales, warehouse and yard personnel of receipt and work as a team to stock product at home location in warehouse or sales floor locations with a sense of urgency to immediately have the product available for customer selection and purchase
 - Complete stocking of products received on a same day basis
 - Perform cycle counts as directed by management
- Processing returned or damaged products –
 - Check returned/damaged product area daily for products that need handling
 - Determine action needed to remove product from inventory or return to vendor
 - Communicate with appropriate personnel to ensure smooth execution and timely processing
 - Process necessary paperwork to remove product from inventory or return to vendor
- Compliance with safety procedures and material handling procedures.
- Monitor inventory stock levels. Inform purchasing personnel when inventory gets low.
- Responsible for safety and security of the store, i.e. theft, inventory, buildings and equipment.
- Training personnel on product, unloading, storage and clerical duties involved in receiving inventory.
- Problem solving and implementing fundamental and long-term solutions.
- Provide complete and accurate feedback and communication to peers, subordinates and management.
- Work closely with other departments to problem-solve and develop work procedures that will enhance efficiency.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested by WOM.
- May supervise other individuals working in the store.

QUALIFICATIONS

- **Experience, Competencies and Education**
 - Minimum of High School Graduation

- Ability to tolerate physical and mental stress job demands.
- Capable of lifting and carrying heavy (50–100 lb.) objects.
- Experienced in the safety and operation of forklift
- Experienced in the use of computer and scanner technology
- Basic record-keeping skills.
- Proficiency in making changes.
- Ability to supervise employees.
- Knowledge of construction building materials.
- Ability to efficiently and effectively organize and layout warehouse/yard inventory.
- Ability to oversee receiving logistics

- **Language skills**

Ability to read, analyze and interpret documents relating to operations

- **Mathematical skills**

Ability to apply basic mathematical concepts related to job. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals.

- **Reasoning ability**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

ACCOUNTABILITIES AND MEASURES

- Inventory Shrinkage
- Safety
- Timely & proper inventory storage
- Timely & accurate receiving
- Correct identification and labeling of products being received
- Housekeeping
- Training
- Equipment maintenance & condition

AMERICANS WITH DISABILITIES SPECIFICATIONS

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Physical Functions

- May be required to use personal computer and equipment as needed to execute essential functions of position.
- Talking – Expressing or exchanging ideas through the spoken word in English.
- Hearing – Perceiving the nature of sounds of the English language by the ear.
- Reaching – Extending hands and arms in any direction.
- Handling – Seizing, holding, grasping, turning, or otherwise working with the hand or hands.
- Seeing – acuity, far – Clarity of vision at 20 feet or more.
Acuity, near – Clarity of vision at 20 inches or less.
- Depth perception – Three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
- Lifting – Heavy work - raising or lowering an object from one level to another (includes upward pulling).
- Carrying – Heavy work; transporting an object, usually holding it in the hands or arms or on the shoulder.
- Pushing – Heavy work - exerting force upon an object, usually holding it in the hands or arms or on the shoulder.
- Pulling – Heavy work; exerting force upon an object so that the object moves toward the force (includes jerking).
- Capable of lifting and carrying heavy (50–100 lb.) objects over hazardous terrain.
- Ability to meet the physical requirements of the job, or ability to meet the physical requirements of the job with reasonable accommodation.

Work Environment

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.

While performing the duties of this job, the employee is normally exposed to weather conditions.

The noise level in the work environment is usually moderate to high.

SIGNATURES

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Employee Signature

Date

Supervisor Signature

Date