

## **JOB DESCRIPTION**

**POSITION TITLE:** Receiving Clerk

**Status:** Non-Exempt  
**Department:** Operations  
**Reports To:** Purchasing & Warehouse Manager

### **POSITION SUMMARY**

Under the direction of the Purchasing & Warehouse Manager the Receiving Clerk: receives, stores and issues various types of supplies and equipment as needed for the operation of UAIC offices and school; picks up and delivers mail, supplies, equipment, and furniture; ships goods to vendors as needed; and performs janitorial duties as required.

### **DUTIES & RESPONSIBILITIES**

- Practice, and maintain up-to-date knowledge of, FIFO (First-In First-Out) food rotation method to ensure quality and freshness of food and supplies
- Receive product deliveries and check packaging slips for accuracy
- Load and unload equipment and supplies from vehicles
- Inspect food product deliveries for quality
- Put inventory away in proper storage areas and rotate stock
- Assist with routine cycle counts to ensure accuracy
- Work in frozen food storage area
- Deliver supplies to all departments and break rooms
- Stock all conference room refrigerators while rotating items and ensuring all stock is pulled one day prior to expiration date
- Pick up and transport items to and from various locations
- Escort vendors on property as needed
- Pick up USPS mail
- Deliver interoffice mail to appropriate staff throughout the day

- Oversee janitorial closets inventory and report any overuse that could be considered abuse of items
- Maintain order and cleanliness of warehouse office and storage area
- Perform inventory control as directed
- Perform minor janitorial duties
- Perform minor maintenance on warehouse equipment
- Serve as a back-up and assist as needed with the following:
  - Inspect incoming stock and supplies for conformity with purchase order specifications
  - Report any discrepancies or damages
  - Keep accurate and current records of stock and stock transactions
  - Appropriately prepare and package materials and equipment to be returned to vendors or to be shipped elsewhere, obtaining the best shipping price and utilizing the best shipping method
  - Work with computer software to maintain inventory integrity
- Perform related work as required

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Methods and practices of receipt, storage, inventory, and distribution of supplies and equipment
- Use of computers in maintaining accurate records
- Ability to operate modern office equipment
- Clerical procedures associated with shipping, receiving, and storage of food and supplies
- Cold storage procedures
- FIFO (First-In First-Out) food rotation procedures
- Hazard and safety precautions in a warehouse environment
- Methods of loss prevention
- Sort and compare names and numbers accurately and rapidly

- Follow oral and written instructions
- Ability to communicate tactfully and effectively, verbally and in writing
- Read and write at the level required for successful job performance
- Attention to detail
- Work effectively with others
- Work under pressure and tight deadlines
- Perform custodial work as needed

### **MINIMUM QUALIFICATIONS**

#### Education:

- High school diploma or equivalent required

#### Experience:

- Two to three years of warehouse experience with inventory knowledge required
- Understanding of Microsoft applications, including Word, Excel and Outlook required.

#### Other:

- Possess and maintain a valid California Driver's License

### **PREFERRED QUALIFICATIONS**

- Five to seven years of related work experience, including maintaining inventory at multiple sites.
- Microsoft Dynamics GP
- OSHA knowledge

### **WORKING CONDITIONS**

- Must be able to push, pull and lift objects up to fifty (pounds without assistance
- Occasional exposure to extreme heat or cold, as well as exposure to outdoor elements

**Special Requirements**

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resumes to:  
(530) 878-5445.

**Must type Receiving Clerk in subject line to be considered**