



Flour Bluff Independent School District Job Description

JOB TITLE: Lead Shipping & Receiving Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Purchasing Agent

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Receive and process district deliveries, freight, and incoming packages.

QUALIFICATIONS:

Minimum Education / Certification:

- High School Diploma or GED
- Speak, read, and write English language.
- Must be able to lift heavy boxes.
- Pleasant personality with ability to get along with others.

Special Knowledge/Skills:

- Must be able to operate computer and handheld package tracking device.
- Must be able to use various software programs to generate required reports.
- Must be able to operate forklift.
- Must be able to operate pallet jack.
- Must be able to operate postage machine.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in supervising daily operations of Central receiving Department and department employees.
2. Maintain tracking database of all incoming and outgoing packages.
3. Oversees package receiving.
4. Unloads freight trucks.
5. Provide campus courier pick-ups and deliveries according to district procedures.
6. Maintain courier logs according to district procedures.
7. Keep informed of all pick-up and delivery requests according to district procedures.
8. Tags fixed assets according to district procedures.
9. Maintain the postage machine in good working order according to district policy.
10. Maintain a clean, safe, and orderly work area.
11. Print daily and monthly reports from postage machine according to district procedure.
12. Arranges package pickups, i.e., Federal Express, UPS, Freight Companies, etc.
13. Contact vendors to follow-up on backorders.
14. Contact vendors and coordinate returns/exchanges of damaged items.
15. Communicates daily with Accts. Payable Dept. on open/closed purchase orders.
16. Generates monthly expense reports for business office.
17. Pick up campus/department orders from various vendors (Sam's Club, Best Buy) as needed.
18. Pick up/return lab animals/critters for campuses from ESC2 as needed.
19. Assists Assistant Superintendent in receiving/returning textbooks and distributes to campuses.
20. Assists Testing Coordinator in receiving secure testing material and delivers to campuses as needed.
21. Assists Testing Coordinator in securing and returning testing materials.
22. Order, maintain inventory and distribute copy paper for district.
23. Close out purchase orders in Skyward to initiate payment process.
24. Maintain good working communications with co-workers and other staff members.
25. Maintain good attitude in difficult situations.
26. Help maintain cohesiveness among employees.
27. Perform duties in a timely and organized manner.
28. Project a professional image through demeanor and dress.
29. Comply with Maintenance/Transportation Department policies and procedures.
30. Comply with policies and procedures as outlined in employee handbook and addendum.
31. Maintain regular and reliable attendance.
32. Adhere to proper channels when communicating ideas, problems, etc.

33. Perform other duties as assigned.
34. Assist in delivering mail and freight to campuses twice daily according to district procedures.
35. Assist in sorting U.S. and campus mail.
36. Assist in processing all outgoing U.S. mail according to district procedures.
37. Assist in processing all bulk mail and maintains records according to district procedure.
38. Assist in delivering mail to and from post office when necessary.
39. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.