



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Shipping & Receiving Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 260

**REPORTS TO:** PURCHASING AGENT

**DATE REVISED:** 01/2025

**PRIMARY PURPOSE:**

- Process and deliver district mail and freight and provide campus courier services.

**QUALIFICATIONS:**

**Minimum Education / Certification:**

- High School Diploma or GED
- Valid Texas Commercial Driver's License (Class B) with passenger and school bus endorsements.
- 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 forklift.
- Must be able to operate pallet jack.
- Must be able to operate postage machine.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Deliver mail and freight to campuses twice daily according to district procedures.
2. Maintain disbursement log and package receipts according to district procedures.
3. Assist in sorting U.S. and campus mail.
4. Assist in package receiving.
5. Assist in unloading freight trucks.
6. Provide campus courier pick-ups and deliveries according to district procedures.
7. Maintain courier logs according to district procedures.
8. Keep informed of all pick-up and delivery requests according to district procedures.
9. Assist in tagging fixed assets according to district procedures.
10. Maintain mail truck in good and clean working order.
11. Process all outgoing U.S. mail according to district procedures.
12. Maintain the postage machine in good working order.
13. Maintain postage in the machine according to department policy.
14. Process all bulk mail and maintains records according to district procedure.
15. Deliver mail to and from post office when necessary.
16. Print daily and monthly reports from postage machine according to district procedure.
17. Maintain a clean, safe, and orderly work area.
18. Assists with arranging for package pickups, i.e., Federal Express, UPS, etc.

**Other:**

19. Maintain good working communications with co-workers and other staff members.
20. Maintain good attitude in difficult situations.
21. Help maintain cohesiveness among employees.
22. Perform duties in a timely and organized manner.
23. Project a professional image through demeanor and dress.
24. Comply with Maintenance/Transportation Department policies and procedures.
25. Comply with policies and procedures as outlined in employee handbook and addendum.
26. Maintain regular and reliable attendance.
27. Adhere to proper channels when communicating ideas, problems, etc.
28. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher. Pallet jack, forklift, postage machine, delivery truck, copy machine and postal scale.

**Posture:**

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling.

**Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching.

**Lifting:**

Limited light lifting and carrying (less than 15 pounds) daily.

Must handle boxes, etc. more than 100 pounds; constant lifting and moving of boxes; indoor and outdoor environment.

**Environment:**

Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged 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.**