

Receiving Clerk Job Description

Reports to: Warehouse Manager

Status: Non-Exempt

Position Summary:

Accurate physical receiving of materials/product in order to maintain integrity of inventory control, and insures delivery of materials/product to the proper department.

Position responsibilities:

- Schedules all inbound deliveries; ensures purchase order number is on all paperwork.
- Receives product deliveries.
- Maintains fuel/oil delivery records for cheese plant
- Records and checks quantity and quality of good received.
- Inspect, accept, or reject inbound shipments.
- Communicates and coordinates with appropriate buyer for product returns/repair.
- Properly inputs received material into computer system and forwards proper documentation to accounts payable.
- Delivers product to appropriate personnel – insures all pathways are kept clear.
- Assists in other departments as needed.
- Performs other duties as assigned to meet business needs.
- Establishes and maintains effective working relationships with other employees, supervisors and managers.
- Maintains safe work environment according to all department procedures, federal and state regulations
- Wears personal protective Equipment as necessary for the job.

Reportability:

This position reports to the warehouse manager.

Communication:

- Understands and adheres to organizational and department policy and procedures.
- Conducts himself/herself in a professional manner at all times
- Maintains job-related confidentiality.
- Resolves conflicts respectfully and in a timely manner, asks for assistance from appropriate supervisor/HR as needed.
- Participates actively in department team and all-staff meetings.
- Communicates respectfully at all times.
- Ability to communicate effectively verbally and in writing.
- Operates with a sense of teamwork.

Qualifications:

- This position is subject to JGF Drug and alcohol Free Workplace Policy. This position required pre-employment testing, return to duty testing, post-accident testing, random testing, reasonable suspicion testing and follow-up testing.
- GED equivalent and 3 years of responsible experience in warehouse.
- Working knowledge of computerized inventory control system. Working knowledge in MS Word, Excel or similar computer software systems.
- Ability to accurately complete arithmetic computations to sufficiently perform duties of the

job.

Essential Functions:

- Attendance at work and punctuality is an essential function of this position.
- Ability to lift up to 50 lbs
- Basic math skills
- Ability to communicate effectively with vendors in English
- Required frequently: standing, walking kneeling, squatting, bending reaching, and work in hot or cold temperatures.
- Ability to read and interpret documents such as invoices and department manuals
- Must have a valid California Drivers License with no DUI's
- Must have a clean driving record.

DISCLAIMER NOTICE:

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.