

Receiving Clerk

Position Overview:

Build and promote a high degree of customer satisfaction within the company. Receive and price mark all incoming freight, accounting for the quantity and condition.

- Reports To: Area Coordinator - Receiving, or person in charge
- Coordinates With: Store management, area coordinators, and coworkers.

Essential Job Functions:

- Ensure every customer is satisfied by answering all questions politely and quickly, escorting customers or calling for customer assistance when needed.
- Unload all company trucks and assist in unloading common carrier trucks quickly and safely.
- Process the orders and paperwork quickly and accurately.
- Price all merchandise accurately.
- Ensure all incoming freight is ready for the sales floor within 24 hours.
- Keep the receiving area orderly, neat and clean at all times.
- Keep all lights, heaters, and equipment bailers, pallet jacks, etc. in proper working order.
- Work as a team with management, area coordinators, and coworkers.

Physical Requirements:

Occasionally = up to 1/3 shift

Frequently = up to 2/3 shift

Continuously = throughout shift

- Standing: Continuously in combination with walking on a concrete surface.
- Sitting: 0% of the time.
- Walking: Continuously in combination with standing.
- Worker Mobility: Can change positions frequently throughout work shift.
- Carry/Lift: Frequently and independently work with 0-40 pounds depending on product and materials being disbursed to departments throughout the store. Continuous carrying/lifting and handling of product. Lifting devices and assistance available for greater than 40 pounds. Occasionally required to lift and/or carry in awkward positions while unloading truck trailers.
- Pushing/Pulling: Frequently and independently push/pull multiple case lots of product on pallet jacks, hand trucks or stocking carts when unloading truck trailer and transporting it to the sales floor. Occasionally while retrieving multiple shopping carts.

- Bending/Squatting: Frequently while moving freight, verifying merchandise counts and disposing of cardboard in the prescribed manner.
- Reaching/Handling: Use of fingers/hands/arms continuously. Frequent overhead reaching needed for higher shelf stocking, retrieving, and unloading truck trailers.
- Grasping/Squeezing: Frequently throughout the work shift.
- Twisting: Frequently throughout the work shift.
- Climbing: Occasionally climb ladders to reach higher areas. Frequently climb stairs to reach stock/supply areas, etc.
- Crawling: Occasionally while unloading truck trailers.

Social Skill Requirements:

- Ability to positively interact with others.
- Ability to effectively send and receive verbal communication using the English language.

Aptitude Requirements:

- Workers must be able to read English and write it legibly.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

Environmental Requirements:

- Most work is performed in the store.
- Frequent exposure to outside elements.
- Continual risk of exposure to chemicals and/or compounds.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

After reviewing this position summary, can you perform all of the functions listed? ☐ Yes ☐ No

If no to the above, please identify any functions that you are unable to perform.

I verify that I have thoroughly reviewed the position summary for Receiving Clerk and that I understand the job requirements and essential job functions.

Signature: _____ Date: _____

Print Name: _____