

Northern California Conference
Job Description

DATE:	January 2023	TITLE:	Shipping & Receiving Clerk	
LOCATION:	Adventist Book Center-Roseville	Wage/Salary:	\$15.96 - \$20.61	
STATUS:	Part-time/Regular	ERI Category:	13	
REPORTS TO:	ABC Manager	Job Code:	B	Step:

SUMMARY: Fill and ship customer orders and help with special events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Place products in displays.
2. Ability to answer the phone in a professional manner, providing answers to questions, as well as take and process orders over the phone, fill and pull customer orders, and prepare orders for pick-up or delivery.
3. Restock food displays from stock in inventory.
4. Receive food deliveries, unload truck, rotate stock, and place into inventory.
5. Assist in-store customers.
6. Process and ship Web-Orders
7. Help prepare for and participate in special events such as camp meeting and open house.
8. Maintain organized, neat, and clean work areas and sales counters
9. Operate cash register/TAM point of sales software.
10. Assist in maintaining inventory.
11. Maintain regular attendance at work.
12. Comply with Employee Handbook guidelines.
13. This job description is not intended to be all-inclusive, and the Shipping & Receiving Clerk may be directed to perform other business-related duties as assigned by the ABC Manager

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate "need to know" and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be people oriented. Computer and phone skills are necessary.

Language Skills

Ability to read labels and understand written instruction on packaging. Must be able to communicate clearly verbally and in writing.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables.

Other Skills and Abilities

Ability to relate pleasantly to all individuals and customers.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Northern California Conference
Job Description

DATE:	April 2020	TITLE:	Shipping & Receiving Clerk		
LOCATION:	Adventist Book Center-Roseville	Wage/Salary:	\$		
STATUS:	Part-time/Regular	ERI Category:	13		
REPORTS TO:	ABC Manager - Supervisor	Job Code:	C	Step:	

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor. I understand that the Northern California Conference reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Northern California Conference.

Acknowledgment: Employee Signature

Print Name

Date