



**BOOKSTORE SHIPPING AND RECEIVING ASSISTANT**

**SALARY GRADE:** [C1-35](#)

**DEFINITION:**

Under the direction of an assigned supervisor, participate in the shipping, receiving and processing of books and merchandise for the bookstore.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Receive and process textbooks and general merchandise for the bookstore; check materials against purchase orders; communicate with vendors regarding problems or questions.
2. Price and stock textbooks for retail sale; assist the supervisor in textbook maintenance and physical inventory management.
3. Receive, log and route bookstore, shipping and receiving warehouse deliveries from various sources.
4. Operate a computer and database for various data entry and retrieval activities.
5. Operate a District vehicle to pick up and deliver various merchandise as needed; operate a forklift, postage meter, scale, pallet jack and other assigned equipment; schedule maintenance for departmental vehicles.
6. Assist in overseeing the shipping activities utilizing UPS, the postal service, truck freight companies, air express and other outside organizations; return textbooks to respective vendors.
7. Order shipping and receiving supplies as needed.
8. Maintain a variety of records, files and reports relating to shipping and receiving activities; participate in general merchandise and textbook inventory.
9. File claims with delivery services for lost and damaged merchandise.
10. Assist with training and providing work direction to assigned staff.
11. Maintain the warehouse in a clean and orderly manner.
12. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Operation of equipment, machines and vehicles used in the receipt, storage and shipping of supplies, materials and equipment.
2. Materials and supplies inventory control.
3. Operation of a District vehicle, forklift and other assigned equipment.
4. Basic math.
5. Health and safety regulations.
6. Oral and written communication skills.

7. Record-keeping techniques.
8. District organization, operations, policies and objectives.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Participate in the shipping and receiving of books and merchandise.
3. Receive, issue, store and return warehouse stock and supplies.
4. Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.
5. Operate forklift and other equipment utilized in the warehouse.
6. Assist in maintaining inventory.
7. Communicate effectively both orally and in writing.
8. Observe health and safety regulations.
9. Meet schedules and time lines.
10. Establish and maintain cooperative and effective working relationships with others.

**Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. One (1) year increasingly clerical experience involving the receiving, issuing or accounting for supplies and equipment.

**WORKING CONDITIONS:**

**Environment:**

1. Warehouse environment.
2. Driving a vehicle to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate assigned warehouse equipment.
3. Seeing to read various materials and inspect shipments.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

**Hazards:**

1. Working around and with machinery having moving parts.

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