



Job Description – Shipping/Receiving Clerk

Position Title: Shipping/Receiving Clerk	Reports To: Department Manager
FLSA Status: Non-Exempt	Work Schedule or Total Hours per Day:

POSITION SUMMARY:

The Shipping Clerk is primarily responsible for preparing packages of finished product for shipment to customers.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are the core duties or tasks that the employee will perform. List the duties that are central to performing the most basic functions of the job.

1. Prepare products for shipping, including packaging for transportation, weighing and measuring packages
2. Assist in loading and unloading outbound and inbound delivery trucks as needed.
3. Stores and organizes pallets.
4. Greet and assist walk-in customers by locating their product.
5. Maintain shipping area clean and free from clutter
6. May answer phones to provide customers with shipping status of product.
7. May operate a forklift to load or unload product.
8. Adheres to safety regulations.
9. Performs other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

- Some shipping experience preferred
- Good communication skills
- Detailed oriented and organized
- Ability to work in a fast-paced environment
- Ability to lift up to 50 lbs.
- Ability to pass forklift training

ITAR REQUIREMENT:

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).

PHYSICAL DEMANDS (REQUIREMENTS):



This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

Physical Demands (Requirements)										
Work Setting:	Total Hours In 8-Hr Day					Total Hours In 8-hr Day				
	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C	
Body Movements					Physical					
Bend At Waist		X			Lift	1-10 lbs.			X	
Twist Upper Body		X				11-19 lbs.			X	
Kneel	X					20-49 lbs.			X	
Walk – Uneven Surface		X				50+ lbs.		X		
Climb	X				Carry	1-10 lbs.		X		
Reach Above Shoulder		X				11-19 lbs.		X		
Repetitive Use of Hands						20-49 lbs.	X			
a) squeezing	X					50+ lbs.	X			
b) keyboarding	X				Push	1-10 lbs.			X	
Operate Foot Controls	X					11-19 lbs.			X	
Endurance						20-49 lbs.			X	
Sit	X					50+ lbs.	X			
Stand				X	Pull	1-10 lbs.		X		
Walk			X			11-19 lbs.		X		
Talking			X			20-49 lbs.		X		
Hearing				X		50+ lbs.	X			

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)

LIMITATIONS & DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) and the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.