

POSITION DESCRIPTION

Position Title: **DISTRIBUTION CENTER RECEIVING CLERK/
TRUCK DRIVER**

Category: Full time, 10 or 12 month, regular, full benefits

Payroll Classification: Hourly, Non-Exempt


Organizational Unit: Hatchery Support

Location: Anchorage Distribution Center

Customary Work Hours: 8:00 – 5:00, Monday - Friday

Supervisor's Title: Hatchery Support Manager

Effective Date:

Approved By:  Date: 10/20/17

Basic Function: The Distribution Center Receiving Clerk/Truck Driver functions as part of the hatchery support team in the purchasing, shipping, receiving, and distribution activities of the Corporation. Under general supervision by the Hatchery Support Manager, performs work in various phases of hatchery support and operation of the Anchorage Distribution Center.

Primary Responsibilities: The responsibilities of the position include assisting the Hatchery Support Manager in the purchasing, shipping, receiving, and distribution activities of the Anchorage Distribution Center; and transporting freight to and from the barge landing sites and vendor locations.

Description of duties and tasks:

- Drive a box van to make deliveries, pick up orders, and purchase supplies.
- Receive incoming vendor deliveries, accurately counting and comparing delivered supplies to the corresponding purchase order, recording damage or discrepancies.
- Consolidate delivery documentation - purchase orders, invoices, receipts, manifests -for each delivery
- Maintain shipping manifest, bill of lading, delivery schedule and receiving summaries.
- Label, weigh, organize and consolidate supplies for shipping according to the delivery schedules.
- Operate a forklift to receive and unload freight from vendor deliveries in a safe manner
- Site cleanup, general maintenance and repair,

- Cleans, sweeps or shovels snow.
- Leads by example work flow or scheduling to other crew members in a team.
- Use computers and computer software to conduct routine data entry or output.
- Oversee and load shipping vans using proper weight distribution procedures.
- Oversee, load, and secure freight on flatbed trailers according to the Alaska Department of Transportation standards.
- Transport and deliver shipping vans and flatbed trailers to and from the barge landing sites and vendor locations.
- Implement preventative maintenance schedules for shipping vans, flatbed trailers, Freightliner truck, box van, forklift and other hatchery support equipment.
- Maintain an inventory of parts for minor repairs to trucks and vans - lights, plastic grommets, hose couplers
- Record and track maintenance activities log, all chassis registrations, equipment inspection and repair records.
- Recommends procedures, techniques and new equipment to improve work efficiencies or adaptation to new techniques.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Working knowledge of office equipment, technical materials and supplies.
- Knowledge of computer operations and software.
- Knowledge of policies, processes, and procedures used in large-scale organizations covering purchasing and property control.
- Skill in comparing data from a variety of sources for accuracy and completeness, identifying discrepancies and making corrections.
- Ability to maintain records of procurement activities, equipment and inventory records.
- Ability to organize and consolidate inventory in an efficient manner.
- Ability to work well with minimal supervision.
- Ability to communicate professionally with suppliers, vendors and coworkers.
- Ability to write clearly and concisely to develop and complete documents, memoranda and correspondence.

Essential Functions: Work performed at the Anchorage Distribution Center. Must be able to move about freely; ability to lift and carry 50 pounds; ability to climb stairs without assistance; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

Minimum qualifications:

- a. High school graduation or equivalent and one year experience in receiving, shipping, logistics or similar work,
- b. Must have a current Class A commercial driver's license,
- c. Be eligible to obtain a federal Transportation Worker Identification Card
- d. Must pass a pre-employment drug screen

Positions Supervised: None.