

JOB DESCRIPTION
SHIPPING/RECEIVING OFFICE AIDE

QUALIFICATIONS:

1. Ability to maintain confidentiality as required and necessary.
2. Ability to practice successful interpersonal communication techniques dealing with co-workers, faculty, staff, trustees, supervisors, district suppliers and vendors, and students.
3. Ability to successfully perform routine assigned and delegated responsibilities in a timely manner.
4. Ability to properly lift/move/handle freight, up to 50 pounds, for purpose of receiving and distributing.
5. Ability to successfully perform routine assigned and delegated clerical responsibilities.
6. Equivalent of a high school diploma supplemented by experience in shipping and delivery or any combination of training or experience that provides the desired knowledge and abilities.
7. Ability to effectively manage time and responsibilities.
8. A pre-employment physical is required for this position.

PERFORMANCE RESPONSIBILITIES:

1. Pick up, sort, and deliver mail for Post Office.
2. Pick up, sort, and deliver inter-school mail throughout the District.
3. Pick up and deliver bank deposits, receipts and change.
4. Complete the checking in of daily shipments: posting receipt and date of receipt on purchase order.
5. Double check packing slip on incoming deliveries compared to purchase order for discrepancies.
6. Report any discrepancies or problems to the Administrative Secretary.
7. Deliver goods to the appropriate building office.
8. Pack and ship return items (UPS or USPS) and coordinate returns with Administrative Secretary.
9. Post meeting agenda and job postings.
10. Make photocopies as requested by general administrative personnel.
11. Pick up and deliver supplies/equipment in Missoula as needed and authorized.
12. Receive, sort, and distribute monthly newsletter for post office delivery.
13. Distribute paper products to building secretaries and maintain paper inventory sheets.
14. Coordinate and report paper inventory to Administrative Secretary on a periodic basis.
15. Tag new equipment, maintain obsolete equipment forms, prepare list for obsolescing process and deliver obsolete equipment to storage area.
16. Other duties to be assigned by Administrative Secretary or Superintendent.

EQUIPMENT USED: Computer skills, copier, postage meter, binding machine, laminator, calculator, telephone/voice mail, fax, ladder, and carts.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually

unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMMEDIATE SUPERVISOR: The Administrative Secretary is the primary supervisor. The Shipping/Receiving Office Aide, as are all district employees, is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT: *4 hours per day when school is in session and additional time may be needed on call when needed. When school is not in session and during the summer, the supervisor will determine and schedule hours. It is predicted that there will be some hours every week during the summer but will vary in length. ***Salary, benefits, and other working conditions are negotiated by the Frenchtown Board of Trustees and the Frenchtown Classified Association.***

It is the prerogative of the District to assign staff so as to best meet the needs of the District.