

FRUITPORT COMMUNITY SCHOOLS

NOTICE OF INTENT TO EMPLOY

POSITION: Central Receiving Specialist (Non Affiliated)

LOCATION: Central Receiving – Part Time 6 Hours/day 1st Shift with Flexibility

REQUIREMENTS:

- Must have a High School Diploma or equivalent
- Must possess a valid State of Michigan driver's license
- Communicate effectively, orally and in writing
- Computer literacy (Microsoft Excel/Word, Google forms/calendar)
- Prior experience necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, store and maintain all goods delivered to the warehouse in a safe and orderly manner.
- Report all shortages to the supervisor (or designee) and the trucking company.
- Maintain control of stock to ensure accuracy of physical inventory.
- Assist in physical inventories to the extent assigned by the supervisor.
- Fill warehouse orders promptly and efficiently maintaining the delivery schedule established by the supervisor.
- Process all UPS packages, shipping and receiving.
- Prepare shipments for returns to vendors or forwarding to district locations.
- Drive delivery vehicles as assigned by the supervisor and use/maintain hand trucks and straddle truck.
- Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals.
- Ability to operate computers and related software and input and maintain data.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to work as a team member and maintain effective working relationships with students, staff, and the community.
- Follow and implement all Board of Education policies, administrative guidelines and building regulations.
- Willing to perform other duties as necessary and/or directed by the supervisor.
- Ability to prepare, be responsible for deposits and handle district funds for several departments on a daily basis.

SUMMARY: Compares identifying information and counts items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Receives stores, maintains and disburses all warehouse goods and keeps accurate inventory records. Processes UPS packages and drop ship truck shipments. Experience in understanding of current purchase and requisition order systems to track and deliver to proper buildings and staff.

PAY RATE: \$14.00/Hour Part Time 6 Hours/Day

Internal candidates interested in applying for this position may do so by sending a letter of interest to Superintendent, Jason Kennedy, 3255 E. Pontaluna Rd, Fruitport, MI 49415.

External candidates interested in applying for this position may do so by clicking on the employment tab on the district website: www.fruitportschools.net

Date of Posting: Aug 9, 2023

Date Posting Ends: Until Filled

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