

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Bookstore Shipping & Receiving Specialist	Range:	33
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for coordinating the receiving, processing, storing and shipping of bookstore merchandise and performing related stockroom duties as assigned.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates the receipt of merchandise, books and bookstore supplies; verifies items received against purchase orders or invoices for accuracy and damage; signs trucking slips.
2.	Pulls stock and prepares items for shipping or delivery; weighs and determines postage; processes shipments and paperwork, including packing slips, book returns and authorizes payment according to established procedures.
3.	Assists in marking and setting prices on books and merchandise; checks prices against current list; assists in book buyback program. Assists in troubleshooting bookstore orders for various campus departments.
4.	Stores, stocks and maintains merchandise; rotates stock; checks condition of books received or to be returned; maintains stockroom in a safe, clean and orderly condition.
5.	Maintains and prepares various records related to receiving and shipping activities; performs calculations as required; prices items, types shelf tags and posts information as assigned.
6.	Delivers supplies and materials to appropriate locations; assists in loading and unloading trucks.
7.	Operates equipment and vehicles including telephone, typewriter, hand truck, pallet jack, cart, forklift, etc.
8.	Assists in various bookstore activities as assigned; provides check and ID verification, authorizes return merchandise, operates a cash register and related equipment.
9.	Participates in periodical and annual inventories as assigned; monitors security system and reviews security tapes.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

In addition to the essential functions, the Bookstore Shipping & Receiving Specialist assists with organizing textbook buy back program and special events.

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**WORKING RELATIONSHIPS**

The Bookstore Shipping & Receiving Specialist maintains frequent contact with various departments, staff and outside vendors.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum of two (2) years previous experience working in a retail environment (such as a bookstore) is preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of receiving and shipping methods and procedures  
Knowledge of book vendors and publishing houses  
Knowledge of health and safety regulations  
Knowledge of equipment materials and supplies used in shipping and receiving  
Knowledge of proper methods of storing equipment, materials and supplies  
Knowledge of record-keeping techniques  
Ability to plan, organize and prioritize work  
Ability to receive, process, store and ship bookstore stockroom items  
Ability to deliver mail and various supplies and materials to appropriate locations  
Ability to operate equipment and vehicles including telephone, typewriter, hand truck, pallet jack, cart, forklift, cash register, etc.  
Ability to make arithmetic calculations quickly and accurately  
Ability to maintain routine records  
Ability to perform heavy manual labor  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**TRAINING REQUIREMENTS**

Industrial Truck/Forklift Certification  
Utility Cart Certification

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**WORKING CONDITIONS**

College Bookstore stockroom environment; subject to lifting (up to 70 lbs. unassisted), climbing up/down ladders, carrying, pushing, bending, pulling heavy objects, standing for long periods of time, and repetitive use of upper extremities.