

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Bookstore Shipping & Receiving Clerk	Range:	31
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for assisting with the receiving, processing, storing and shipping of bookstore merchandise; delivering mail and various supplies and materials to appropriate locations; and performing related stockroom duties as assigned.

ESSENTIAL FUNCTIONS

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

1.	Receives 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 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.	Assists with the preparation of 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, computer, 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.
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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

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

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Minimum of one (1) years previous experience working in a retail environment (such as a bookstore) is preferred

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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, 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

SPECIAL REQUIREMENTS

A valid California Driver's License

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.
