

**RECEIVING CLERK JOB DESCRIPTION**  
**Pinelands Regional School District**

**Title:** Receiving Clerk

**Reports to:** Educational Facilities Manager

**Supervises:** N/A

**Qualifications:**

1. Must possess a valid New Jersey Driver's License
2. High School Diploma
3. Bookkeeping, clerical skills, forklift operator
4. 1 year experience in related field, preferred
5. Possess basic technological skills as required by the position
6. Demonstrate the ability to communicate effectively in the English language, both orally and through written expression
7. Must complete required health examination(s) and immunization(s)
8. Must pass required criminal history background check
9. Provide proof of U. S. citizenship or legal resident status

**Job Goals:**

1. Provide and/or maintain an environment favorable to learning, personal growth, personal safety, and well-being
2. Maintain positive and collaborative relationships with other staff members and members of the school community at large
3. Sensitive to and respectful of the diverse backgrounds, characteristics, preferences, and beliefs of the members of the school community
4. Act as an ethical role model portraying integrity, good judgment, discretion, and positive character attributes

**Performance Responsibilities:**

1. Responsible for the safety and well-being of students
2. Uphold and enforce school rules, Board policies, and federal/state laws
3. Communicate professionally within the school community
4. The individual must give indication of ability to work effectively with administrators, supervisors, staff, students and community, and to deal with the public courteously and tactfully.
5. Maintain daily inventory spreadsheet through sign out sheets and distribute items needed at High School, Junior High and District Office.

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6. Maintain automated central office supply inventory and track usage based on departmental needs.
7. Mail distribution, including Fed Ex, etc. packages, for High School, Junior High School and District Office to and from Post Office. Control bulk mailings.
8. Control items sent out through UPS and maintain logbooks and all documents, tracking, and receipts.
9. Do all paperwork using proper postal forms and calculate cost for mailing and notify District Office of amount needed to maintain postal account.
10. Deliver packages to Board of Education members for meetings.
11. Deliver special event packages; for example, packages to Red Cross for troops and pick up pies for fundraisers. Also, receive fundraiser items and distribute.
12. Control and organize all levels of storage of office items for district departments. Deliver paper or forms to offices and Duplication Centers as needed.
13. Deliver items between High School and Junior High School kitchens.
14. Pick up items for District Office from State office in Toms River when needed.
15. Other duties and responsibilities as may be assigned by the Educational Facilities Manager, Superintendent or Business Administrator
16. Maintain regular attendance so as to ensure continuity of instruction and/or efficient operation of the school district
17. Perform other duties as assigned by the Superintendent and/or his/her designees

**Environmental Demands:**

1. Occasional exposure to a variety of weather conditions
2. Exposure to both heated/air conditioned and non-climate controlled environments
3. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
4. Potential exposure to a variety of childhood and adult illnesses
5. Exposure to a workplace that is usually quiet, but can be noisy at times.

**Terms of Employment:** 12 months

**Salary:** Salary as determined by the Collective Bargaining Agreement

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**Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation

*Date Adopted:*           October 16, 2008

*Revised:*                 May 16, 2013

*Revised:*                 April 19, 2017