



# Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	2/28/2019	POSITION #:	PS9802
JOB TITLE:	Receiving/Shipping & Asset Inventory Position PT Position (Pooled)		
DIVISION:	Administrative Services		
DEPARTMENT:	Auxiliary Services		
PAY TABLE/LEVEL/GRADE:	S2	REPORTS TO:	FA9918

**STATUS:** Please click the appropriate boxes that apply.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Regular/Continuing            | <input type="checkbox"/> Temporary/Limited Duration  | <input type="checkbox"/> Full-Time (40 hrs/wk)                      |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input type="checkbox"/> Individual Position         | <input checked="" type="checkbox"/> Part-Time: <u>28</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining                           | <input checked="" type="checkbox"/> Pooled Position: |   |
| <input type="checkbox"/> Provisional/Grant Funded                 | <u>2</u> No. of Employee if this position is pooled. |   |

**JOB SUMMARY:** (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

The Receiving/Shipping & Asset Inventory position will receive incoming packages, determine rightful college owner or location, and deliver to downtown, West and other college locations. Other responsibilities include loading dock maintenance and assist with monthly report of physical tagging of fixed assets for inventory of grants and/or items over specific amounts.

**DIRECT REPORTS:** (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

<b>Direct Report(s):</b>	<i>Click here to enter position numbers. Use comma to separate</i>
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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
80%	1	<b>Receive and Sort Packages</b> <ul style="list-style-type: none"> <li>Ability to unload incoming items from various delivery services</li> <li>Ability to lift 50 pounds and move heavy items</li> <li>Ability to record incoming packages with college software system</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to determine employee and/or location of packages</li> <li>• Ability to correspond effectively with customers for specific delivery timeframes and locations</li> </ul>
	<b>Pickup and Deliver Items to and from Downtown, Wets and Other Campuses</b>
	<ul style="list-style-type: none"> <li>• Ability to drive and operate lifts on College owned vehicles</li> <li>• Ability to process outgoing packages as required by USPS or UPS delivery services</li> <li>• Ability to comprehend service requests for accurate delivery of items</li> </ul>
	<b>Loading Dock Management</b>
	<ul style="list-style-type: none"> <li>• Manage paper inventory for Dock 1, HHS, A&amp;S, TLC and West loading docks</li> <li>• Keep docks safe and clear from debris and pallets</li> </ul>
	<b>Receiving Storage</b>
	<ul style="list-style-type: none"> <li>• Keep Receiving storage safe and clear from full or empty pallets and cardboard</li> <li>• Recycle cardboard and Styrofoam appropriately</li> </ul>
	<b>Other Support</b>
	<ul style="list-style-type: none"> <li>• Process receivers through internal operating system (Banner)</li> <li>• Process printer waste toner for recycling</li> </ul>
<u>20%</u>	Other duties as assigned by the Director of Auxiliary Services
	Ability to submit monthly report to Director of Auxiliary Services

**CORE COMPETENCIES.** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

### **Accountability & Dependability**

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor's assistance when appropriate.

### **Safety Focus**

Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.

### **Teamwork**

Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.

### **Customer Focus**

Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer's point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.

### **Diversity**

The ability to: exhibit tolerance of other; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.

### **Multiculturalism**

Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.

### **Tact**

Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

**Knowledge** of delivery and inventory of equipment and materials necessary for college operations. Performs a variety of skilled tasks relating to accounting for fixed assets and supply inventories, purchasing follow-ups and related work as required.

**Ability:** to operate college vehicles and vans safely and effectively; to work efficiently and effectively with team members to problem solve unknown packages to rightful owner and complete tasks as assigned; to demonstrate strong written and verbal communication skills in English; to demonstrate exceptional interpersonal skills; to operate MS Outlook, MS Word, MS Excel.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

### **Required**

- High School diploma
- Current Driver's License with less than 3 points
- Ability to lift 50 pounds and move heavy material
- Ability to meet college insurance requirements for driving college vehicles
- Demonstrate experience operating pallet remover and/or forklift and/or other machinery
- Knowledge of Excel and Microsoft Suite

### **Preferred**

- Current CDL License
- Knowledge of Banner

**PHYSICAL AND MENTAL REQUIREMENTS:** *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

**WORK ENVIRONMENT:** Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

<b>Supervisor's Name</b>		<b>Supervisor's Signature*</b>		<b>Date</b>	
<b>Dean/ELT's Name</b>		<b>Dean/ELT's Signature</b>		<b>Date</b>	
<i>Note: Signature means approval, otherwise return for signatures.</i>					
<b>Human Resources Rep.</b>		<b>HR Rep Signature</b>		<b>Date</b>	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

# Lansing Community College

# ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9802

Date: 8/2/2018

Supervisor's Position #: FA9918

## Materials Used:

### Standard Office Equipment:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop)            | <input checked="" type="checkbox"/> Paper and Pencil/pen           |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input type="checkbox"/> Projector and Screen                      |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax   | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list: Repair/maintenance for fork lift, pallets and delivery carts

### Standard Trades Equipment:

- |                                    |                                     |                                   |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

### Mental Functions:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things)                   | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data)   |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations)              | <input type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input type="checkbox"/> Computing (math calculations or carrying out formula operations)               |  |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) |  |

### Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

### Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

### Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

### Movement, Strength, Repetition Functions:

- |  |  |  |  |                                    |
|--|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing                  | <input type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding |                                    |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
  - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
  - Medium (exert 21-50 lbs of force, walk/stand frequently)
  - Heavy (exert 51-100 lbs of force, walk/stand routinely)
  - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

### Environmental Conditions:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Weather (rain, snow, wind)     | <input type="checkbox"/> Vibrations  |
| <input checked="" type="checkbox"/> Extreme cold (inside, outside) | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens,               |
| <input checked="" type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises   |
| <input type="checkbox"/> Confined/restricted spaces                | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |