# Service Contract Act (SCA) Shipping/Receiving Clerk
# UY4129

## Job Overview:

The Service Contract Act (SCA) Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; ensuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

## General Responsibilities:

- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.
- Receives, lifts, moves, stores, issues, counts, sorts, weighs, and verifies items on requisitions or invoices.
- Receives and processes a wide variety of incoming freight, including stationery supplies, chemicals, electronic equipment, and other materials daily across perimeter buildings and according to priority.
- Compares incoming and outgoing shipments to bills of lading, invoices, orders, or other records to verify information.
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and reports to supervisor to rectify damages and shortages with shipper.
- Fills orders, issues supply from stock and rotates stock to ensure freshness.

- Maintains confidentiality of all items received and shipped.
- Maintains cleanliness and orderliness of storage areas by sweeping and mopping.
- Provides security for all stock in the storeroom and/or refrigerator/freezer.
- Follows all safety requirements of Sodexo, the facility, local, state and federal jurisdictions.
- May move or transport materials or supplies to other departments using hand or industrial trucks.
- Provides all invoices to supervisor for system input.
- Reports issues to supervisor for resolution.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as assigned.
- May perform and receive applicable compensation per SCA regulations for other job duties and responsibilities as assigned.

## Job Qualifications:

## Experience/Knowledge:

- No previous work experience necessary.
- Possess a valid driver's license if assigned to drive a vehicle.

## Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all co-workers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.

## License/Qualifications

**Certifications:** None.

## General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity per Sodexo time and attendance policy and/or client operating hours.

## Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move up to 40 pounds.

## Working Conditions (may add additional conditions specific to defined work location):

- Generally, work is performed in an indoor setting; however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

**Unit Description:** Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

**Employee_____ _____**
**Date_____**
**Manager_____ _____**
**Date_____**