



NEW BRUNSWICK PUBLIC SCHOOLS JOB DESCRIPTION - Hourly Central Receiving Department Position

REPORTS TO:

Receiving Coordinator and/or Director of Facilities, Design & Construction

SALARY GRADE:

As per negotiated NBEA agreement

SCOPE OF WORK:

New Brunswick Public School District seeks a reliable, organized individual for an hourly Central Receiving Department Warehouse position. This role offers valuable experience and opportunities to develop skills in logistics and operations. The successful candidate will assist with the shipping, receiving, and distributing of materials and supplies for the district, and will play a crucial role in ensuring efficient operations and the timely delivery of resources to schools and offices across various locations. Dedicated individuals may find opportunities for advancement within the department.

EDUCATION AND WORK EXPERIENCE:

High school diploma or equivalent required.

Minimum of high school education and one year of warehouse-related experience in shipping and receiving.

Ability to read and write English, follow verbal instructions and use simple math.

A valid driver's license and a good driving record.

Strong time management and customer service skills.

ESSENTIAL JOB FUNCTIONS:

1. **Shipping and Receiving:** Receive, inspect, and verify shipments of materials, supplies, and equipment. Ensure the accuracy of deliveries and reconcile any discrepancies. Prepare outgoing shipments, including packing items securely and generating shipping labels.
2. **Distribution:** Collaborate with district staff to distribute materials and supplies to schools and other departments per established schedules. Ensure timely delivery of items and maintain proper documentation of distribution.
3. **Recordkeeping:** Maintain detailed records of shipping and receiving activities, including receipts, invoices, packing slips, and delivery confirmations.
4. **Safety and Security:** Adhere to safety guidelines and regulations while handling shipments, including proper use of the equipment and handling hazardous materials when required. Ensure security measures are followed to prevent theft or loss of items.

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WORK ENVIRONMENT:

This job is operated in a warehouse environment. The hours for this position are 7 AM-4 PM.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodation can be made, while performing this job the staff member shall:

Use strength to lift items needed to perform the functions of the job.

Sit, stand, and walk for required periods of time.

Speak and hear.

Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.

Communicate effectively in English and Spanish, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Works in standard office and school building environments.

Ability to work outdoors during outdoor student activities.

Employees must occasionally lift and/or move up to 50 pounds using appropriate equipment.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

Exposure to a variety of childhood and adult diseases and illnesses.

Occasional exposure to a variety of weather conditions.

Exposure to heated/air-conditioned and ventilated facilities.

Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

Function in a workplace that is usually moderately quiet but that can be noisy at times.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms