



POSITION DESCRIPTION	
Position: Receiving Clerk	
Dept: Operations (Receiving)	Access to Confidential Information: No
Location: Anoka	Directly Reports to: Shipping & Receiving Mgr
Shift: 1 st	Indirectly Reports to: Shift Supervisor
Hourly or Salary: Hourly	Updated by: Heidi Hanson
Job Code: LAKRE275	Date last reviewed: 12/14/2020

Summary: The Receiving Clerk performs general warehouse work including but not limited to the receipt of incoming material/product and verification of such, and the transfer of materials to designated on-site storage areas utilizing material moving/handling equipment.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	25%	Efficiently moves and transfers product from production, assembly, and within the warehouse to appropriate areas to ensure accurate inventory control. Visually confirms material description, quantity, quality, and reference information. Receives material in IQMS system and requests quality control inspection. Ensures materials subject to degradation within short time (shelf life) are stored in appropriate bin/location. Understands and consistently follows Lakeland Tool supplied material receiving procedure.
2	25%	Verifies material staging tickets; pulls, prepares and delivers requested materials to press areas for production. Reports any damaged product to direct supervisor or quality manager. Returns unused materials to inventory after each press production.
3	20%	Provides components and packaging to production and assembly areas accurately and efficiently to ensure production needs are being met.
4	15%	Ensures inbound materials are accurate and free of damage to ensure quality products are received into warehouse.
5	5%	Assists with physical inventories, ensuring proper stock rotation and accuracy in inventory records to guarantee inventory control.
6	5%	Adheres to 5S practices at all times to maintain a clean and safe work environment.
7	5%	Safely operates forklift equipment; performs daily forklift checklist functions, creates maintenance requests as needed, and performs daily cleaning on any forklift used to ensure forklifts remain in good working condition and are safe to operate to comply with company policy.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Lakeland and Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Lakeland and Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and

	management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
Knowledge, Education, Experience and/or Certifications:	
<ul style="list-style-type: none"> • High school diploma or general education degree (GED) is preferred • Requires Forklift certification (training and certification will be provided). • On-the-job training may be required. 	
Skills & Abilities:	
<ul style="list-style-type: none"> • Read, analyze, and interpret general business reports such as packing slips. • Present information to and respond to questions from groups of managers, customers, and the general public; ability to communicate effectively with different departments to answer questions and resolve issues. • A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Candidate must also possess the ability to apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations. • Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. • Define problems, collect data, establish facts and draw valid conclusions. • Apply good judgment in recognizing scope of authority. • Use of depth perception, close vision, and color vision are all continuously required. 	

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X		Components	Shoulder/Overhead
11-20				X		Components	Shoulder/Overhead
21-35				X		Components	Shoulder
35-50			X			Components	Waist
51-75	X						
76-100	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		Picking orders

Walking				X		Picking orders
Sitting				X		Driving forklift
Talking or hearing					X	Communication
Touch/Feeling				X		Applying labels
Climb/Balance				X		Driving forklift
Kneeling/Crouch/Squat				X		Picking up boxes
Reaching upward or outward				X		Picking orders
Bending the neck side-to-side or front-to-back				X		Driving forklift
Typing				X		Retrieve info
Pinching/finger manipulation			X			Writing
Grasping/Turning the wrist				X		Drive forklift
Taste/Smell				X		Propane tank leaks

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Severe exposure to hot rubber
- Severe exposure to confined spaces, moving objects, and mechanical parts
- Severe exposure to chemicals and fumes
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals