# 2015-16 Work-Study Job Description Form
## University of the Incarnate Word

**Department:** Shipping and Receiving  
**Location:** Loading Dock behind Football Stadium  
**Supervisor:** Joe Cadena  
**Supervisor Phone:** 805-3092  
**Supervisor E-mail:** jacadena@uiwtx.edu

**Job Title:** Shipping & Receiving Clerk  
**Estimated Hourly Pay Rate:** $7.25

## General Job Description/Qualifications:

Performs a variety of routine Shipping & Receiving tasks. Compares and identifies information on incoming or outgoing shipments with purchase orders, invoices or other related documents:

**Also Will:**

- A. Inspect shipments for damages or defects: records discrepancies or damages, and notifies supervisor and/or purchasing personnel.

- B. Deliver items to the appropriate departments, and obtain authorized signatures for items accepted.

- C. May be required to drive University Vehicle, (if approved), to deliver goods to off campus locations.

- D. Performs other duties as required by the Supervisor of Shipping and Receiving

## Specific Skills Required:

- Valid Texas Driver's License
- Ability to lift 75lbs
- Ability to read, sort, check, count and verify numbers
- Ability to operate appropriate equipment EX: (pallet jack, forklift)