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POSITION: Warehouse Receiving Clerk Part Time w/Benefits	HOURS: Monday – Friday 7:00am-11:00am (may vary)
DEPARTMENT: Warehouse	WAGE: \$9.00/hr
LOCATION: Coralville, IA	To Apply: E-mail hr@hawkeyefoodservice.com OR In Person 3550 2nd St •Coralville, IA
EOE	Employment is contingent upon passing background check and drug screening. EOE

**WAREHOUSE RECEIVING CLERK
PART-TIME**

Job Summary - Under the limited supervision of the Manager/Supervisor or Crew Leader, the Warehouse Receiving Clerk is responsible for departmental record keeping, answering the telephone, and relaying messages to operations personnel and use of the CRT.

Department: Operations
FLSA Status: Non-Exempt

Duties and Responsibilities

- Assist receiver in arranging and organizing receiving appointments.
- Review the receiving schedules with the receiver highlighting special situations or problems.
- Work closely with buyers in meeting their delivery needs of certain products as well as trying to maintain our guidelines.
- Assign doors to incoming drivers and give P.O's to receiving clerk.
- Attach shipping document to P.O. Compare information to verify total cases, descriptions, etc. Report pack, label, size or other irregularity to buyers.
- P.O. data entry for receivers.
- Record purchase orders, staples tally sheets, stickers and purchase orders together and files for future receiving.

- Review and sign credit memos and check returns of Hawkeye drivers upon their arrival back at Hawkeye.
- Attach any necessary “not on purchase order” forms.
- Performance of general clerical functions.
- Perform other related duties as required.

Knowledge, Skills, Abilities and Equipment

- Data entry skills.
- Skill to use a personal computer and various software packages.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to operate a 10-key calculator.

Education and Experience

- High school diploma or equivalent.

Physical Requirements

- Must be able to sit and/or stand during an 8-hour shift.
- Must be able to withstand long periods of time working at personal computer.
- Must be able to lift up to 25 lbs on occasion.
- Must be able to work effectively in all temperature ranges and subject to ambient weather conditions.