

INCUMBENT _____ CSN N10747.000 FLSA STATUS Non Ex

PRESENT CLASSIFICATION Distribution Clerk

DATE 07/25/2022

DEPARTMENT/DIVISION Facilities Management

Function

To perform distribution and transfer services for the departments within the SIU School of Medicine.

Organizational Relationship

The Distribution Clerk reports to the Distribution Services Supervisor who reports to the Executive Director of Facilities Management.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- | | |
|-----|---|
| 30% | Distributes furniture and supplies to campus offices |
| 15% | Sets up and moves furniture for various campus departments as assigned |
| 10% | Receives and unloads trucks delivering to the School of Medicine |
| 35% | Picks up and delivers mail to / from main post office and campus, sort process and distribute mail to all campus location |
| 5% | Keeps accurate records as required on deliveries, supplies and equipment |
| 5% | Other duties and projects as assigned |

Skills and Abilities Needed for the Position

1. High School diploma
2. Ability to follow directions
3. Willingness to work outdoors in all kinds of weather
4. Valid Illinois drivers license and ability to obtain and hold a Class C license
5. Ability and willingness to do heavy lifting
6. Ability to maintain accurate records
7. Sensitive to the needs of underrepresented minority populations

Responsibility

This position requires the ability to lift heavy objects, load and unload equipment and supplies, perform a variety of tasks each day, and work outdoors in all kinds of weather as needed to ensure that the needs of the School of Medicine are met.

Difficulty

- A. **Complexity** – Employee must use common sense, good judgement and discretion in regard to performing his/her duties, yet keep the safety of employees in mind.

Must keep abreast of new developments within the School; department location/relocations, changes in rules, regulations and guidelines.

- B. **Scope and Effect** – This department consists of several Distribution Clerks who work as a team to maintain deliveries and mail services to various facilities. The Distribution Services Supervisor and the Distribution Clerks work together to keep the department running smoothly in cases of work overloads, emergencies and deadlines.

Personal Contacts

Faculty, patients and staff members within the clinical areas and the School in general.

Visitors, medical students and various other persons who enter the School to conduct business or have access to the building.

Security personnel, to request keys to restricted and inaccessible areas.

The purpose of these contacts will include questions and answers pertaining to the access and the necessity of moving various items to different areas for the purpose of cleaning accessibility. The contacts help to create a better human relations environment throughout the School.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

Must be able to run machinery and move heavy equipment.

Must be able to climb ladders and stairs while performing job responsibilities.

Must have the stamina to move quickly over the entire campus

See attached *Physical and Environmental Requirements* form.

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____
Immediate Supervisor

_____ DATE _____
Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Distribution Clerk
 Position No. (If applicable): N10747.000 Department: Capital Planning and Service Operations-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	Over 60 lbs.	40 - 60 lbs.	20 - 40 lbs.	10 - 20 lbs.	<input type="radio"/>
Carrying	Over 60 lbs.	40 - 60 lbs.	20 - 40 lbs.	10 - 20 lbs.	<input type="radio"/>
Lifting	Over 60 lbs.	40 - 60 lbs.	20 - 40 lbs.	10 - 20 lbs.	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature: _____ Date: _____ Supervisor Name: Chris Dickman Employee Signature: _____ Date: _____