**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: RESOURCE DISTRIBUTION CLERK -**

 **TEXTBOOK CENTRE**

**Immediate Supervisor: CENTRAL RESOURCE CENTRE MANAGER**

**Core Function:**

The Resource Distribution Clerk – Textbook Centre is responsible for receipting, storage and distribution of textbooks (elementary and secondary), centrally loaned curriculum resources and assessment for learning forms. The Resource Distribution Clerk – Textbook Centre enters data of secondary textbook information and assists with the receipt and distribution of bulk mail throughout Central Office. The position also acts as a backup for the processing priority and Canada Post mail in the absence of mail room staff.

**Duties and Responsibilities:**

1. Examines, counts and sorts incoming materials and verifies receipt of items on purchase orders, requisitions or invoices.
2. Barcodes books and enters textbook information into a computer database using the Destiny Textbook Manager software program.
3. Operates pallet truck, conveyor belt, wheeler or flatbed carts to move boxes and items to processing, storage and shipping areas.

1. Receives, sorts and distributes bulk-mail to various departments throughout Central Office.
2. Compiles records of inventory counts when necessary.

1. Determines the suitability of textbooks to be rebound.
2. Answers questions from staff, parents, or suppliers on stored, received or delivered items by phone or email.
3. Receives, sorts, ships and bills customers and staff for cost recovery items distributed by the Textbook Centre (e.g. band workbooks, recorders, report card envelopes, assessment for learning forms, curriculum charts, cumulative folders, Math A, B, C30 books, etc.).
4. Works closely with mail room staff and system truck drivers to ensure the timely pickup and delivery of centrally loaned resources such as CMC kits, phys. Ed equipment, band equipment, etc.

1. Performs mail room duties such as opening & packing of mail bags, sorting mail, metering mail, shipping & receiving courier shipments, sorting, shipping & receiving Canada Post, etc.
2. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Computer data entry experience is required;
3. Familiarity with Destiny Textbook Manager Software and shipping software (i.e. Canada Post) is considered an asset.
4. Must be physically fit and able to lift boxes weighting up to 22 kgs on a regular basis. This includes textbooks, phys. ed equipment bags, curriculum material kits, mail bags and bulk mail parcels, etc.
5. One year of related experience is preferred.

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