**C O T T O N W O O D , I N C O R P O R A T E D
JOB DESCRIPTION**

Revised: 01/12

**DEPARTMENT:** Work Services **JOB TITLE:** Shipping, Receiving, and Inventory Specialist

**JOB SUMMARY:** The Work Services Shipping, Receiving, and Inventory Specialist (the “Specialist”) safely loads/unloads product and moves to appropriate location and accurately documents this. The Specialist ensures that the warehouses are clean, safe, and organized and keeps an accurate and updated inventory of product and supplies as assigned. The Specialist makes deliveries to and pickups from customers when the Cottonwood Truck Driver is not available.

**QUALIFICATIONS:** Must have a high school diploma or equivalent, experience and skill in driving a forklift, and accurate math and counting skills. Must have experience in driving a two-ton or larger delivery truck and must have or obtain a commercial driver’s license. Must communicate in a positive and professional manner, work well with others, take initiative to complete tasks, and work safely.

**SUPERVISION RECEIVED:** Work Services Sewing Manager

**SUPERVISION GIVEN:** None

This position is: Non-Exempt.

**JOB RESPONSIBILITIES:**

\*1. Loads/unloads trucks, UPS, Fedex, and other shipments. Verifies quantities, documents in receiving system, notifies appropriate Cottonwood staff, and moves product to correct area. On outgoing shipments verifies the quantity shipped, matches the correct load and truck, and completes documentation and takes to appropriate Cottonwood staff.

\*2 Uses forklift, pallet jack, carts, etc. to safely move product to and from production areas and Cottonwood buildings as needed.

\*3 Keeps warehouses clean, safe, and organized.

1. Keeps an accurate and updated inventory of product and supplies at Cottonwood as assigned.
2. When Cottonwood Truck Driver is not available, the Specialist will safely drive the delivery truck or other vehicle to make deliveries/pickups to and from customers as needed.

\*6 Helps with cargo parts handling, sewing, or other tasks as assigned.

1. Helps with light maintenance as assigned.
2. Communicates in a positive and professional manner with consumers, co-workers, supervisor, customers, and members of the public.
3. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.
4. Demonstrates the ***five and fifty rule***—greeting everyone when they are within five feet and smiling when they are within fifty feet.
5. Works within prescribed schedule and completes responsibilities in a timely manner. Assures that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. Accurately records hours worked on time sheet.
6. Is able to lift and perform physical labor as needed.
7. Works well with others.
8. Takes initiative and is willing to do whatever it takes to complete tasks.
9. Follows safety procedures and is proactive to keep a safe work environment at Cottonwood and when operating Cottonwood vehicles and equipment.
10. Unlocks/locks Building 2’s warehouse doors as assigned.
11. Helps with snow and ice removal from sidewalks and driveways as assigned.
12. Performs other duties as assigned by the Sewing Manager or other member of Work Services Management.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Sewing Manager: Date:\_\_\_\_\_\_\_\_\_\_\_

Senior Coordinator: Date:\_\_\_\_\_\_\_\_\_\_\_

Work Services Director: Date:\_\_\_\_\_\_\_\_\_\_\_

Administrator of Services:\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

C.E.O.: Date:\_\_\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

**\*Essential Functions**

**C O T T O N W O O D , I N C O R P O R A T E D**

 **PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARMENT:** Work Services **JOB TITLE:** Shipping, Receiving, and Inventory Specialist

**PROCEDURE:**

 1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

 2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

 **P E R F O R M A N C E E V A L U A T I O N**

 LEVELS OF ACHIEVEMENT

3 – Exemplary 2 – Good Work 1 – Needs Improvement

**Scores of “1” & “3” require a comment**

**PERFORMANCE OUTCOMES RATING**

\*1. Loads/unloads trucks, UPS, Fedex, and other shipments. Verifies quantities, documents in receiving system, notifies appropriate Cottonwood staff, and moves product to correct area. On outgoing shipments verifies the quantity shipped, matches the correct load and truck, and completes documentation and takes to appropriate Cottonwood staff.

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\*2 Uses forklift, pallet jack, carts, etc. to safely move product to and from production areas and Cottonwood buildings as needed.

 -----------\*3 Keeps warehouses clean, safe, and organized.

 -----------\*4.Keeps an accurate and updated inventory of product and supplies at Cottonwood as assigned.

 -----------\*5. When Cottonwood Truck Driver is not available, the Specialist will safely drive the delivery truck or other vehicle to make deliveries/pickups to and from customers as needed.

 -----------\*6 Helps with cargo parts handling, sewing, or other tasks as assigned.

 -----------\*7. Helps with light maintenance as assigned.

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\*8. Communicates in a positive and professional manner with consumers, co-workers, supervisor, customers,

 and members of the public.

 -----------\*9. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.

 -----------\*10. Demonstrates the ***five and fifty rule***—greeting everyone when they are within five feet and smiling

when they are within fifty feet.

 -----------\*11. Works within prescribed schedule and completes responsibilities in a timely manner. Assures that

absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers.

 Accurately records hours worked on time sheet.

 -----------\*12. Is able to lift and perform physical labor as needed.

 -----------\*13. Works well with others.

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\*14. Takes initiative and is willing to do whatever it takes to complete tasks.

 -----------\*15. Follows safety procedures and is proactive to keep a safe work environment at Cottonwood and when

 operating Cottonwood vehicles and equipment.

 -----------\*16. Unlocks/locks Building 2’s warehouse doors as assigned.

 -----------\*17. Helps with snow and ice removal from sidewalks and driveways as assigned.

 -----------\*18.Performs other duties as assigned by the Sewing Manager or other member of Work Services Management.

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**TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE\_\_\_\_\_\_\_\_\_**

**Total added score divided by number of outcomes**

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_

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Proof of current personal auto insurance attached:\_\_\_\_\_

Reviewed Bloodborne Pathogens:\_\_\_\_\_

Reviewed Driver Safety:\_\_\_\_\_

Reviewed Consumer Confidentiality:\_\_\_\_\_

Corporate Compliance Policy Reviewed:\_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_\_

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Sewing Manager: Date:\_\_\_\_\_\_\_\_\_\_\_

Senior Coordinator: Date:\_\_\_\_\_\_\_\_\_\_\_

Work Services Director: Date:\_\_\_\_\_\_\_\_\_\_\_

Administrator of Services:\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

C.E.O.: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Revised: 8/14

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.

**T** I shall promote inclusion and equitable **TREATMENT** for all people.

**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.

**U** I shall do my **UTMOST** to inform and advocate for the individuals served.

**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.

**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.

**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.

**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.

**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.