



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Delivery Driver II/Warehouse Worker
F.L.S.A.	Non Exempt
QUALIFICATIONS:	High School diploma or G.E.D. required; five years experience preferred. Valid operator's license required. Must be able to read and follow a series of directions or instructions. Must be able to lift, turn, twist, and bend on a frequent basis. Must be able to carry a minimum of 60 lbs. repeatedly and move with a 2-wheeler. Must be able to push and pull a minimum of 60 lbs. on a frequent basis. Must possess basic computer skills.
REPORTS TO:	Maintenance Supervisor
TERMS OF EMPLOYMENT:	Twelve month employment (261 days). Salary and work year to be established by the Board of Education. Benefits according to the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Pick up, sort and deliver interoffice mail as scheduled.
2. Organize and prepare surplus items for sale, distribution or disposal.
3. Organize, label, and properly store district prints, specification books, operating manuals and district records.
4. Consolidate trips and loads so that tasks and errands are carried out in an efficient, timely, and effective manner.
5. Operate vehicle and lift safely while picking up and delivering supplies or equipment.
6. Respond to approved work orders in a timely manner.
7. Assist in maintaining a clean and orderly warehouse on a daily basis.
8. Maintain a clean and orderly vehicle on a daily basis
9. Assist in filling orders and staging loads for the next delivery.
10. Communicate effectively with others.
11. Provide excellent service to staff, co-workers, patrons, and students.
12. Provide assistance as needed to others and demonstrate a team-oriented, cooperative work attitude.

OTHER JOB FUNCTIONS:

1. Work overtime as directed.
2. Attend meetings as directed.
3. Perform other duties as assigned.