



## Littleton Elementary School District Position Description

**TITLE: Warehouse Worker & Driver**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide courier service and assist with warehouse services in the District.

**PRINCIPAL DUTIES: (essential functions)**

- Receives materials and supplies for warehouse stock inventory, reconciles packing list with purchase order, and inspects deliveries for damages.
- Operating a powered fork lift and other equipment, moves material according to work order and material requisition forms.
- Verifies accuracy and condition of all materials requisitioned against appropriate paperwork.
- Delivers materials and supplies as directed; assures that material transfer activities are performed in a timely and efficient manner.
- Cleans and maintains order in the warehouse, and stacks and stores materials in designated areas.
- Drives a planned courier route, within a specific time schedule, distributing and collecting mail, supplies and interdepartmental correspondence.
- Operates a vehicle to deliver and pick up supplies and mail; loads and unloads delivery vehicle; inspects and maintains vehicle according to District standards.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.

Knowledge of local geographical area, road systems, and City and state traffic regulations.

Knowledge of basic shipping/receiving practices and procedures.

Knowledge of warehouse operations and procedures.

Knowledge of safety rules and regulations.

Skill in operating vehicles in a safe manner, in compliance with all traffic laws and state and local regulations.

Skill in following and maintaining safety standards.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Moderate physical demands; work is performed in school facilities and warehouse work environment; frequent lifting, carrying, and moving up to 50 pounds of materials and equipment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent; one (1) year of warehouse or courier experience is preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Driver's License.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed to and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_