ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: District Driver (Warehouse Delivery)

DEPARTMENT: Finance and Operations MVSC

REPORTS TO: Warehouse Supervisor and the Director of Purchasing Services

POSITION SUMMARY The function of the District Driver is the warehousing and delivery of District supplies, including food service supplies, custodial supplies, pickup and delivery of all school district mail, freight and other educational materials. This function is to be performed as directed by the Warehouse Supervisor under the direction of the Director of Purchasing Services.

ESSENTIAL FUNCTIONS:

- Operate a van-type delivery truck or a 2 1/2 ton delivery truck equipped with a hydraulic lift gate and five speed or automatic transmission.
- Maintain sanitation and order in warehouse facilities and vehicles.
- May be responsible for weekly deliveries of food service supplies and orders, Highline Science Kit orders, and UPS/ Federal Express, etc deliveries as assigned.
- Transfer materials and equipment between schools assigned. This involves team lifting for items such as wrestling mats and two-man lifting for items such as balance beams.
- Check invoices and delivery slips against original orders and purchase requisitions as assigned.
- Make trips to suppliers for stock pick-up as directed.
- Assist with the surplus action for District items and the sales and disposal of unwanted materials.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

SKILLS, KNOWLEDGE AND ABILITIES:

- Must be able to work efficiently under minimal supervision.
- Must be physically able to lift up to 75 pounds on a regular basis and occasionally 100 pounds. The district will provide assistance in lifting any items over 75 pounds, if requested.
- Must demonstrate driving ability on 2 ½ ton delivery truck with 5 speed or automatic transmission in all weather conditions. Must be able to apply tire chains when needed.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Experience driving delivery trucks desirable.

CERTIFICATES AND LICENSES:

- A valid Washington State Driver's License with a good driving record and appropriate insurance required.
- Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Willingness to participate in and provide continued training as appropriate.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Teamsters

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

_____ _____ _____

Name (sign) Name (print) Date