
SUBSTITUTE WAREHOUSE DRIVER

Purpose Statement:

The purpose of this position is to transport orders over designated routes; ensuring safe operation of vehicles; loading and unloading items.

Terms of Employment:

This is an on-call, as needed position.

Essential Functions

- **Delivers** supplies, furniture, equipment, and food/products to and from District sites for the purpose of maintaining daily operational requirements.
- **Inspects** vehicles for the purpose of ensuring safe operation of vehicle.
- **Loads** and unloads supplies, furniture, equipment, and food/products for the purpose of ensuring timely and safe transportation of required goods.
- **Operates** equipment (e.g., delivery vehicle, pallet jacks, etc.) for the purpose of transporting items in a safe, efficient manner.
- **Prepares** documentation (e.g., inventory forms, inspection forms, money logs, etc.) for the purpose of providing written support and/or conveying information.

Other Functions

- Assembles furniture and equipment for the purpose of providing items in safe working condition.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

Must demonstrate a successful level of the knowledge, skills and abilities listed below:

- **Skills** to safely operate equipment/vehicle; able to communicate effectively in verbal and written form; operate small hand tools and pallet jacks; perform basic math to calculate quantities of items.
- **Knowledge** of safe driving practices, proper lifting techniques, safe vehicle operating techniques, safe loading and unloading practices.
- **Ability** to walk and stand for prolonged periods; understand and carry out oral and written instruction; drive for extended periods, read maps and schedules; adhere to route schedules; maintain written records; establish and maintain cooperative working relationships; communicate effectively; handle confidential material. Significant physical abilities include lift up to 50 lbs., carrying, be able to move wheeled carts weighing approximately 50 lbs. pushing, pulling, stooping, kneeling, crouching, crawling, reaching, and handling.

Experience

Previous experience as a delivery driver or other related experience preferred.

Education

High school diploma or equivalent.

Required Testing

- Successful passing of basic math and grammar test
- Submit to random drug/alcohol testing if CDL holder.

Continuing Educ./Training

- None Specified

Certificates & Licenses

- Evidence of insurability
- Must be capable of being bonded

Clearances

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt