LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Courier/Warehouse delivery

REPORTS TO: Operations Manager
Custodial Supervisor

DIRECTS:

SUMMARY: The Courier/Warehouse delivery employee is responsible for the safe, accurate and efficient receipt and delivery of equipment and supplies in and out of the district using District vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Receive and deliver all district supplies, materials and equipment to appropriate sites.
- Move equipment and materials within the District.
- Pick up and deliver supplies, materials and equipment from suppliers and venders in and out of the District.
- Work cooperatively with the accounting department to assure all equipment is properly and accurately inventoried and tagged.
- Receive shipments of annual orders for the District and help prepare individual site orders for delivery.
- Coordinate and schedule deliveries.
- Maintain necessary paperwork to ensure that all pickups and deliveries are accounted for.
- Make daily inspections of vehicle assigned to drive.
- Maintain a good driving record.
- Maintain a commitment to quality customer service.
- Maintain the ability to be a self-starter.
- Maintain punctual and regular attendance.
- Establish and maintain working relations with staff, students, and the public.
- Observe strict confidentiality regarding student and personnel information.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE

1. Minimum requirement is High School Diploma or equivalent
2. Successful employment experience in inventory, warehouse, delivery, or customer service position

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid Washington State driver's license with intermediate endorsement
2. Valid First Aid/CPR card
3. Fork Lift Operators Certificate

LANGUAGE SKILLS

Ability to read, comprehend, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff, students, and venders.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Ability to lift and move up to 100 pounds and use a handcart for moving boxes of materials.
- Ability to use a forklift and/or truck lift to move items that weigh up to 300 pounds.
- Ability to read county and city road maps in relation to addresses.
- Ability to communicate proactively.
- Ability to work independently as well as under the direction of others.
- Verifiable good attendance.
- Ability to be an effective team player.
- Ability to remain flexible in working with change in priorities.
- Willingness to learn and apply new skills to accommodate a changing work environment.
- Ability to establish and maintain effective working relations with students and staff.
- Ability to perform duties with awareness of District requirements and Board policies.
- Must be bondable.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk and stand on concrete floors for extended periods of time, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Environmental conditions may include working in the open air without heat, and may occasionally be exposed to vehicle exhaust in the open air. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Operations Manager
- Custodial Supervisor
- Maintenance, custodial, and transportation staff
- Suppliers and venders that serve the District

TERMS OF EMPLOYMENT:

Work Days: 260 days per year
Vacation Days: Per PSE of Lake Stevens Collective Bargaining Agreement
Salary: Per PSE of Lake Stevens Collective Bargaining Agreement

EVALUATION: Completed at least annually by the Operations Manager, or other as deemed appropriate.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.