**DELIVERY SERVICE PERSON**

**JOB SUMMARY:** Provide delivery service between the buildings of the District in order to facilitate the delivery of mail, supplies, equipment, food, and payroll. Assist in the operation and maintenance of central warehouse and cafeteria stockroom.

**MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):**

* Loads truck and makes food deliveries as directed.
* Assists in putting stock away in stockrooms and in freezers.
* Delivers inter-district mail on a scheduled daily basis.
* Loads and unloads school stock as necessary.
* Delivers inter-district supplies and parcels as needed.
* Drives to business establishments and makes purchases as directed by official authorization.
* Works in the central warehouse with deliveries, inventory, shipping and storage.
* Drives a school bus in emergency situations (when regular drivers are not available).
* Picks up commodities from the support services building on request.
* Picks up cafeteria money from designated schools and delivers it to the high school by 2:15 p.m. each day; make bank deposits.
* Performs other tasks as directed by the director of support services and/or food service director.

**MINIMAL QUALIFICATIONS:**

* Possess a CDL with B and P, and air brakes endorsements.
* Ability to keep accurate records.
* Be physically, mentally and emotionally able to perform required tasks.
* Must be able to lift a minimum of 50 pounds.
* Must be able to work under pressure and withstand physical stress.
* Must have the ability to work with people of all age levels.
* Must have a good prior work record regarding attendance, punctuality, dependability, positive attitude and cooperation with other personnel.
* Must maintain good personal hygiene.