



Little Rock School District

JOB DESCRIPTION

Position Title: **Delivery Driver/Courier Warehouse Assistant**

Prepared Date: **12/03/2021**

JOB GOAL:

To effectively and efficiently perform the work functions and responsibilities associated with this position. To work in a harmonious and cooperative manner with all members of the District to accomplish the mission of this Department and the District, while always being aware of the need to observe safety procedures, safeguard and protect district vehicles and property, and always display conduct that reflects in a positive manner upon the District.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802, Grade 04, plus benefits package. NOTE: Precise placement within the salary range will be determined based experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school graduate desired.
2. Valid Arkansas driver's license with good driving record.
3. Aptitude and experience in operation of trucks through two-tons, and warehouse operations involving shipping, receiving, stocking, inventory management and forklift operations.
4. Must be familiar with the Little Rock area and streets.
5. Good physical health and ability to perform lifting, stacking and loading heavy supply and material loads. Irregular work hours periodically required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains proper personal appearance and conduct.
2. Operates district vehicles in a safe and efficient manner at all times.
3. Performs preventive maintenance daily on assigned vehicle.
4. Accomplishes delivery of mail and distribution, plus hulling, moving and distribution of supplies, equipment and other properties as instructed and/or instructed by supervisors.
5. Assumes responsibility for proper sorting, accounting, security, packing and loading of mail and materials during the entire distribution process to include final delivery in a neat, organized and undamaged condition.
6. Secures materials for delivery in such a manner to preclude any damage due to movement or shifting of load during transit.



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7. Allows no unauthorized person(s) access to the vehicle or its contents. No passengers or riders except as permitted by proper authority.
8. When delivering material from the Supply Center, ensures that appropriate requisitioning procedures are followed and proper signatures are obtained as required.
9. Assists as directed in warehouse operations involving receiving, stocking inventory and general warehouse housekeeping operations to include outside custodial activities.
10. Performs mail distribution and courier service when directed, and as expeditiously as possible.
11. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.