

TITLE: Delivery Services Clerk

QUALIFICATIONS:

1. High school diploma or equivalent
2. Good health
3. Ability to physically lift 100 pounds unassisted
4. Demonstrate organizational skills
5. Demonstrate aptitude or competence for assigned responsibilities
6. Valid Missouri vehicle operator's license and ability to access Fort Leonard Wood
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Food Services or Assistant Superintendent for Business

JOB GOAL: Management of the daily food, mail, and media deliveries. Work closely with the food services director. Maintain high standards of safety on the delivery van.

JOB PERFORMANCE RESPONSIBILITIES:

1. Daily rotation of the data processing back-up tape.
2. Run food services delivery request sheets daily.
3. Load delivery truck with all food and supplies needed for that day.
4. Run daily ship orders.
5. Keep track of inventory items. Work closely with the food services director to keep inventory correct.
6. Deliver food daily to kitchens in a safe, sanitary, and timely manner.
7. Assist in keeping storeroom and freezer in order.
8. Pick up mail at each location and deliver to proper locations.
9. Run postage on all U.S. mail. Insure packages. Correct labeling for certified letters. Make at least two trips to the U.S. Post Office daily. File appropriate paperwork at post office for refunds on unused meter strips. Deliver UPS boxes to Administration Building for pick up from all schools.
10. Transport boxes or equipment from building to building. Transport robot between the middle schools.

11. Pick up and deliver media center bags and boxes from IMC center and all school libraries in a timely manner.
12. Pick up and deliver any printed materials for Waynesville Technical Academy (WTA). Deliver paper to WTA for printing department.
13. Pick up lunch deposits and take to the bank. Pick up deposit slips from bank and deliver to food services office.
14. Deliver all summer school copy paper to appropriate locations.
15. Deliver custodial supplies to buildings from warehouse. Deliver used bulbs to maintenance building. Deliver custodial equipment to buildings from warehouse.
16. Deliver books for the Curriculum Office to buildings and back to Administration Building.
17. As time allows, stock paper closet in main copy room at the administration building.
18. Pick up rebind books at the end of the school year.
19. Work closely with kitchen managers to assure items are ordered or delivered on time.
20. Assure proper maintenance is scheduled on the delivery van. Keep van clean and free of debris and chemical spills. Keep van washed.
21. Pick up and deliver payroll checks and stubs.
22. All other duties as assigned.

WORKING CONDITIONS: Works indoors and outdoors, in confined areas.

TERMS OF EMPLOYMENT: 261 days. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Employee*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Supervisor*