

JOB DESCRIPTION

TITLE DELIVERYMAN

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required.
Language Skills	Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide with tens and hundreds. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
Certificate/License	Valid Florida Commercial Driver License and Forklift License.
Reasoning Ability	Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
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 required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee frequently lifts and/or moves up to 70 pounds and occasionally 100 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 may be exposed to outdoor weather conditions, cold and heat. The noise level in the work environment is usually moderate.

REPORTS TO Assigned Supervisor

GENERAL RESPONSIBILITIES

1. Drives vehicles to deliver items.

SPECIFIC RESPONSIBILITIES

1. Pulls orders, loads delivery truck, and delivers items in accordance with distribution orders.
2. Delivers other items as assigned.
3. Unloads trucks at the warehouse or at other delivery points and assists in the proper placement of incoming merchandise.
4. Operates vehicle in a safe manner, maintains vehicle cleanliness, refuels as needed and reports malfunctions and/or hazardous conditions.
5. Operates forklift, pallet jack and other types of equipment.
6. Picks up, unloads and places appropriate surplus equipment and furniture for the surplus sale.
7. Processes daily job work orders for pick up, delivery or transfer of furniture and/or miscellaneous items from school to school or to surplus.
8. Performs other duties as assigned.