



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Delivery Driver	Location:	Warehouse
Reports To:	Warehouse Supervisor	Supervises:	None
Classification:	Support	Status:	Part-time, 4 hours/day
FLSA Status:	Non-Exempt	Benefit Eligible:	No
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Act as the delivery driver of the District

Qualifications

- Must be discreet, loyal, efficient, and be able to keep the strictest confidence in the business that crosses their path.
- Must be able to exhibit a physical competency in handling heavy lifting and other strenuous activities associated with this position.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

SAFETY

- Responsible for informing the supervisor of unsafe situations.
- Responsible for performing work in a safe and orderly fashion while maintaining a neat and orderly work area.

DELIVERIES

- Responsible for delivery and pick-up of all interschool mail
- Responsible for delivery of press releases and other material to local media and school board members as requested.
- Responsible for making deliveries of supplies as directed by warehouse personnel.
- Responsible for pick-up and delivery of mail from U.S. Post Office as directed by warehouse personnel.

INVENTORY AND CONTROL

- Responsible for selecting and demonstrating proper use and storage of materials and tools that are best suited to expedite completion of assigned jobs.

MAINTENANCE TEAM

- Responsible for working in cooperation with other building and District maintenance personnel, administration, faculty, and staff with regard to the conduct of activities in this function.



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OTHER

- Responsible for working in warehouse as time permits.
- Responsible for performing other duties when assigned by the Warehouse Supervisor
- Responsible for day-to-day maintenance of delivery vehicle; check fluids, check tire pressure, and fill with fuel as needed.
- Check for proper functioning of equipment and report problems to mechanic.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds.
- Bending, stooping, lifting, climbing
- Climbing to various heights and working in confined spaces
- Operating large and small power-driven machinery such as vacuum, forklift, or other similar equipment

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.