DRIVER/EXPEDITOR/WAREHOUSE
JOB DESCRIPTION

DIVISION: Finance	**GRADE:** Blue Collar Level VI
DEPARTMENT: Purchasing and Warehousing	**WORK DAYS:** 248
REPORTS TO: Director of Purchasing and Warehousing	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To provide effective and efficient work in the warehouse: storage and delivery services to include drop off payroll and vendor checks to the postal office, deliver employee W-2s & 1099s, interoffice mail courier, distribute and collect testing materials

MINIMUM REQUIREMENTS

- High school diploma or equivalent preferred
- Valid Florida Driver's License
- Must be physically capable of safely operating a motor vehicle and/or mechanized machinery in accordance with the job description.
- Ability to utilize lift truck
- Forklift certification or ability to obtain within one year

CERTIFICATION: N/A

WORK EXPERIENCE: N/A

PREFERRED QUALIFICATIONS

- Ability to operate a van, truck, including lift trucks and forklift
- Work experience of 1 year with warehouse experience or related field
- Ability to communicate orally and in writing
- Ability to follow directions
- Basic math skills
- Basic inventory skills
- Computer skills appropriate to job responsibilities

SUPERVISES

N/A

ESSENTIAL DUTIES

- Retrieve and delivers FNS food
- Responsible for all warehouse equipment
- Pick up payroll checks, vendor checks, W-2s and 1099s for postal processing and deliver to the postal office along with first class mail, and bulk mail
- Make 37 stops for delivery of Reprographics and interoffice orders to all sites and departments
- Check deliveries to be sure they meet food safety and sanitation standards according to guidelines
- Perform in-house FNS Warehouse functions as required for shipping, receiving, and storage of materials
- Train new department personnel in work and safety procedures, forklift driving, and inventory

- Handle all paperwork pertaining to various FNS warehouse transfers of products and materials.
- Operate and monitor the safe use and cleanliness of the vehicles assigned
- Assist in the processing of all stockroom requisitions
- Operate forklift and other warehouse equipment in moving of products for shipping, receiving, and storage
- Order custodial supplies and PPE products
- Secure testing materials
- Maintain the cleanliness and appearance of FNS Warehouse facilities
- Assist in inventory and accountability procedures
- Perform continual and yearly inventory of USDA products, paper, and custodial goods
- Monitor cooling systems in warehouse and report unsafe conditions
- Communicate with plant operators to clarify requests
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance.
- Maintains confidentiality in all district matters.
- Models ethical behavior and displays leadership qualities.
- Effectively communicates a team attitude.

Working Conditions Warehouse environment; driving a vehicle daily to school sites and all departments to deliver products; regular exposure to weather including **extreme** heat, cold, dampness and/or humidity; high noise environment; high dust, dirt, grease environment; regular exposure to moving machinery.

Heavy Work: Involves exerting up to 50 to 100 pounds of force occasionally or 25 to 50 pounds of force frequently or 10 to 20 pounds of force constantly to move objects; ability to use a forklift and other equipment to deliver materials to school sites.

Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://youtu.be/d3W8NVnWryo

BOARD APPROVED 07/16/2024

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration 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.