

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>DELIVERY CLERK</b>	2.7.3
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing a variety of duties involved in delivering interschool and departmental mail, standard materials stocked in the District warehouse, and nonstandard materials shipped through the central receiving department to all District schools and departments so that staff and students receive materials and resources necessary to have schools/programs operate effectively and efficiently.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory personnel. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB** – May include, but are not limited to, the following:

Sorting, distributing and delivering interschool and departmental mail, warehouse stock ordered by schools and departments, and materials shipped through central receiving to all Salem-Keizer public schools and departments.

Interpreting and applying rules, policies, procedures, and regulations pertaining to delivery matters.

Making recommendations regarding new and revised procedures.

Maintaining a complete delivery log of all items delivered and reporting any shortages, damages, or other discrepancies.

Loading and unloading assigned District vehicle to assure safe and timely delivery of materials to their destinations.

Maintaining delivery schedules and confers with supervisor or Lead Delivery Specialist concerning possible deviations in delivery system.

Ensuring compliance with current supply management practices and policies.

Picking up small shipments from local vendors for delivery within the District as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Methods and practices used in delivery procedures.

Principles of work organization and simplification.

Applicable safety practices, rules, and procedures.

Safe material handling practices.

Safe driving practices and traffic laws.

### **Ability to:**

Evaluate and establish work priorities.

Perform manual labor and heavy lifting.

Communicate effectively, both orally and in writing.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

#### **Experience:**

One year of responsible delivery and distribution experience.

#### **Training**

Equivalent to the completion of the twelfth grade.

#### **Special Requirements**

Possession of, or ability to obtain, a valid Oregon driver's license.

#### **Work Environment**

Limited climate controlled office and warehouse settings with temperatures ranging from mild to moderate cold/ heat. Also includes travel to make deliveries to customers in varying climatic conditions which may include heavy rain and moderate snow. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

#### **Physical Requirements**

Frequent reaching, handling, dexterity of hands and fingers to operate equipment, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Must be able to lift up to 50 pounds frequently. May be required to stand throughout shift, operate large delivery vehicles and forklifts.

Salem-Keizer School District is an equal opportunity employer.

Salem-Keizer Public Schools  
Delivery Clerk (Continued)

Position: Delivery Clerk

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_