

WAREHOUSE DELIVERYMAN, CHILD NUTRITION

QUALIFICATIONS

- High school diploma
- Ability to operate a commercial vehicle and powered fork lift; a valid Mississippi commercial driver's license (CDL Class A or B) required
- Must have and maintain a good driving record (verification through Mississippi Highway Patrol)
- Must be insurable by district insurance carrier
- Ability to follow oral and written instructions
- Courteous and dependable with a positive attitude
- Ability to work flexible hours
- Ability to lift heavy objects, approximately 100 pounds
- Knowledge of the streets and school locations within the city; should be familiar with warehousing procedures
- Applicant must submit to and pass drug screening test as outlined by district

REPORTS TO

Child Nutrition Warehouse Supervisor

ESSENTIAL FUNCTIONS

- Fills warehouse stock requisitions submitted by schools
- Delivers items from warehouse to schools and other facilities throughout the district
- Assist in physical inventory of all items stocked
- Rotates stock and equipment as required
- Keeps assigned vehicle in a clean condition and insures the safe operation of said vehicle by reporting upkeep needs to supervisor
- Clean warehouse daily
- Performs other related duties as requested or assigned

SALARY INFORMATION

Days Employed: 248 per school year
Beginning Salary \$11.85-\$19.05
(Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.)

MSIS CODE: 751041 (WAREHOUSE/SUPPLY/DELIVERY PERSON)