

## **Delivery Truck Driver**

**Annual Working Days:** 260

**FLSA Status:** Non-Exempt

**Reports to:** School Nutrition Supervisor

**Salary Schedule:** Classified Salary Schedule

### **Summary:**

Delivers assets and inventory items between the central warehouse, schools, and administrative facilities. Maintains warehouse inventory. Rotates inventory using the first in, first out method to ensure products are used in the order they were delivered. Works with vendors to schedule warehouse deliveries.

### **Knowledge and Skill Requirements:**

The incumbent must be able to safely and efficiently operate a delivery truck and be physically capable of loading and unloading items on the truck.

### **Qualifications:**

Must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position.

### **Essential Functions:**

- Ability to function as a member of a team focusing on organizational goals
- Be self-motivated in order to complete assigned tasks
- Possess basic computer skills
- Ability to operate, or be trained to operate, a Class B commercial vehicles with manual or automatic transmissions
- Have and maintain an acceptable motor vehicle report (MVR) and criminal background report based on Whitfield County School System standards
- Ability to effectively communicate verbally and by reading and writing
- Paying attention to detail
- Ability to prioritize tasks by level of urgency and importance
- Maintain accountability of school system property and inventory entrusted to the employee
- Maintain personal integrity that is beyond reproach

### **Performance Factors:**

- Physical Agility: Capable of lifting 50 pounds, climbing ladders, kneeling, stretching and demonstrating manual dexterity (pinching, picking, etc).
- Environment: Deliveries are made to facilities that may require loading and unloading in all weather conditions.

- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, clearly, and quickly.
- Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds.
- Repetitive Motions: Substantial movements of the wrists, hands, and/or fingers.
- Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are characterized as professional and courteous. Ability to be flexible with daily routines and to demonstrate sensitivity to the differences among diverse populations.
- Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.
- Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain professional demeanor and not compound a situation when interacting with persons who may be angry, demanding, or otherwise less than polite.
- Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.
- Organizational Skills: Ability to establish priorities, simultaneously manage multiple tasks, and deliver a quality work product by a designated deadline.
- Decision Making: Ability to make appropriate business decisions.
- Attention to Detail: Ability to recognize and willingness to act upon errors and layout features that detract from the accuracy of a work product.
- Public and Employee Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.