

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**COMMODITY DELIVERY MAN**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Two years experience in the keeping of stores, delivery and/or courier service.
- (3) Must have valid Florida CDL Class B or higher with air brakes endorsement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

This is work of a clerical and manual nature serving as driver and making deliveries and pick-up of School Board equipment and supplies between School Board buildings and other facilities. Good knowledge of department and school locations. Working knowledge of departmental rules and regulations. Elementary knowledge of office practices. Ability to follow written and oral instructions. Ability to sort and carefully handle mail and supplies, and to keep records and make reports. Skill in the operation of an automobile or truck.

**REPORTS TO:**

Director of Food Services

**JOB GOAL**

To provide regular delivery of warehouse supplies, furniture, equipment, food, textbooks, etc., to various School Board facilities.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide regular delivery of warehouse supplies, furniture, equipment, food, textbooks, etc., to School Board facilities.
- (2) Pick up from School Board facilities, as requested by approved distribution center request, surplus equipment, furniture and obsolete textbooks.
- (3) Deliver materials, supplies, furniture and equipment, as requested, to School Board facilities and/or other designated locations.
- (4) Drive School Board furnished truck and/or car, as required, in the performance of duties.
- (5) Perform clerical and/or manual work, as needed, to sort and delivery mail.
- (6) Receive, mark, store, issue and deliver commodities, materials, supplies and equipment.
- (7) Keep records and make reports as required.
- (8) Use effective, positive interpersonal communication skills.
- (9) Participate in safety training as needed.
- (10) Make emergency deliveries during disasters as required.
- (11) Load and unload delivery vehicle.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**

**COMMODITY DELIVERY MAN (Continued)**

(13) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 10-16

12 months

8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.