



Job Title: Warehouse Distribution Specialist III

Department: Warehouse
Reports To: Warehouse Manager
Grade: MT-08
Number of Days: 12 Months
Security Access:
Current Date: July 16, 2014
Overtime Status: Non-Exempt

Job Objectives: Drives warehouse vehicle and delivers requested items and meals to sites on route.

Minimum Qualifications:

- Able to read and write.
- High School Diploma or its equivalent.
- Commercial Driver's License/Class B or have passed the written test prior to employment and successfully pass the road test within 45 days of employment.
- Logical reasoning ability.
- Cooperative and customer oriented attitude.
- Operate pallet jacks and forklifts.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Delivers supplies to schools.
- Unload and place materials in schools.
- Obtain signature for deliveries.
- Assemble orders, load and unload trucks.
- Pickup and deliver items as necessary.
- Receive, account for and stock materials as required.
- Take inventory and organize existing stock as required.
- Package materials as required.
- Receive, stock, and withdraw food items as necessary.
- Perform other duties as required by the Warehouse Manager or his/her designee.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Physical requirements include be able to lift 50 lbs.
- Be on feet all day. Repetitive lifting, bending, stooping and climbing.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Warehouse

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