

JOB TITLE: Summer Warehouse Assistant and Courier Driver
DEPARTMENT: Purchasing / Transportation
REPORTS TO: Warehouse Manager
FLSA STATUS: Non-Exempt
PREPARED BY: Human Resources

PRIMARY ROLE:

Summer Warehouse Assistant and Courier Driver will work under the supervision of the Warehouse Foreman assisting with the processing and storage of goods, making deliveries and assisting with Co-op purchasing orders.

QUALIFICATIONS:

- To perform this job successfully, an individual must be proficient in each responsibility and essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation. If selected for the position, individual will complete a pre-employment background check.

EDUCATION/CERTIFICATION/EXPERIENCE:

- Individual will hold a current Class C drivers license and have a clean driving record.
- High school diploma.

REQUIRED SKILLS:

- Follow IMESD guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Manage time efficiently and effectively
- Prioritize workload to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective communication skills
- Resolve conflict in a professional manner
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment

RESPONSIBILITIES and ESSENTIAL FUNCTIONS

- Frequently lift and move up to sixty pounds.
- Manually load and unload goods; including unpacking, shelving or placing items in proper storage locations. Transport goods by hand truck or cart if necessary.
- Verify that orders are accurately filled by comparing items and quantities of goods against order documents.
- Store, stack or palletize materials in accordance with prescribed storage methods.
- Rearrange inventory as directed.
- Safely operate hand and electric pallet jack.
- Maintain a positive working relationship in a friendly, service-oriented manner.
- Perform other reasonable duties that the supervisor may from time to time assign to meet demands placed on the organization.

Other Duties:

- Perform other reasonable duties that may be assigned to meet the usual and unusual demands placed on the organization

EFFORT:**Mental:**

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently

Work Place:

- Comply with IMESD policies and procedures
- Proficiently meet IMESD Employee Evaluation Standards
- Dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Complete required annual trainings assigned by IMESD
- Fulfill duties for Mandatory Reporting of suspected child abuse or neglect
- This position may involve travel throughout the IMESD service area, which requires employee to hold a valid driver's license, have reliable transportation and insurance.

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**In 8-hour workday, this job requires:**

R - Rarely (Less than .5 hrs per day)

O - Occasionally (.5 – 2.5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Place X in the appropriate boxes below

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling				X	
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use of wrists				X	

Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control				X	
Pushing/Pulling - Maximum weight: 40 lbs.				X	
Lifting/Carrying - Maximum weight: 40 lbs.				X	

WORKING CONDITIONS:

- This position involves working at IMESD campuses and/or school districts within the IMESD service area.
- This position is a Temporary Summer position paid hourly
- Employee could be exposed to blood or other potentially infectious materials or illnesses during the course of duties.
- Employee schedule and assignment to be established by Director and/or Assistant Superintendent.

ADDITIONAL INFORMATION:

Employee Unit: IMESD Temporary

Pay Grade: Current Classified Sub Rate (R 1 S 1 Classified Schedule)

Approved by: HR Director

Last revised: May 29, 2024

NOTE:

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date