
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

DELIVERY DRIVER

DEFINITION OF POSITION

Under the direction and supervision of the Director of Food Services, receives, sorts, delivers and picks up mail, money, school equipment, and supplies.

EXAMPLES OF DUTIES - Important duties may include, but are not limited to, the following:

1. Receives, sorts and delivers all mail from the U.S. Post Office, County Office, schools and District Office;
2. Makes deliveries to schools and offices of general supplies, furniture, equipment, books and food;
3. Picks up and makes bank deposits;
4. Buys stamps for schools and the District Office;
5. Keeps food shelves and goods in an orderly condition;
6. Operates delivery vehicle and sees that vehicles are regularly serviced and maintained;
7. Performs heavy physical labor including lifting in excess of fifty (50) pounds;
8. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Ability to understand and carry out oral and written instructions;
2. Knowledge of safety procedures and the ability to recognize unsafe conditions;
3. Ability to work independently;
4. Ability to drive a vehicle safely over a variety of normal and hazardous road conditions;
5. Ability to perform heavy physical labor including lifting in excess of fifty (50) pounds;
6. Ability to establish and maintain harmonious working relationships.

EDUCATION

Graduation from high school or equivalent

REQUIRED LICENSES/CERTIFICATES

Valid California Drivers License; must be bondable.

Delivery Driver

Salary Range: D

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010