

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Courier/Warehouseman*

Job Purpose Statement/s: The job of " Courier/Warehouseman" is done for the purpose/s of receiving and distributing a wide variety of equipment, supplies, and mail to buildings in and out of the district; maintaining required inventory levels; maintaining an organized warehouse layout; ensuring safe operation of vehicles and warehouse facilities. This individual is supervised by the Transportation Supervisor and does not supervise other employees.

Essential Job Functions:

- **Receives** Custodial supplies, food orders, equipment for the purpose of ensuring specifications, quantity and quality of orders.
- Prepares documentation for the purpose of providing written support and/or conveying information (i.e., process all information establishing the fixed asset record).
- Prepares items delivered to the warehouse for the purpose of transporting supplies and/or equipment to fill specific orders or to transport to specific sites.
- Maintains an automated system of receiving equipment for the purpose of the Fixed Asset Group and reports this information to the district's business office.
- Coordinates and fills requisitions for custodial supplies through the supervisor.
- Drives for the purpose of delivering supplies, equipment and/or mail to all sites and scheduled in and out of the school district.
- Cleans warehouse and vehicle for the purpose of maintaining an organized layout and safe work environment.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**
- **Skills** to operate material handling equipment and tools, perform basic math to calculate quantities of items, use calculator and/or computer, safely drive utility vehicle.
- **Knowledge** of methods of receiving, storage, delivery of materials, methods of materials handling, safe driving practices.
- **Abilities** to sit and walk for prolonged periods, understand and carry out oral and written instruction, walk and/or drive for extended periods, read maps and schedules, adhere to route schedules, maintain written records. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, district drug screen and BBP training.