

JOB TITLE: DISTRIBUTION AND MATERIALS HANDLER

JOB DESCRIPTION:

This employee is responsible for assisting with the efficient operation of the Distribution Center and delivery of materials to schools.

Duties of this position include but are not limited to:

1. Handling stock.
2. Receiving deliveries.
3. Storing materials.
4. Filling orders.
5. Handling confidential information and/or high value documents/items including cash.
6. Distributing orders.
7. Processing receiving tickets.
8. Delivering stock to various locations.
9. Working additional hours upon reasonable request.
10. Performing other duties as assigned.
11. Collection and processing of materials to be recycled.
12. Delivery and pick-up of surplus items and special school requests.

REQUIRED QUALIFICATIONS:

1. Functional literacy.
2. Adequate stamina to perform sustained manual labor.
3. Appropriate valid Florida driver's license for vehicle(s) driven.
4. Demonstrated record of safe driving.

DESIRED QUALIFICATIONS:

1. Previous warehouse experience.
2. Previous delivery experience.
3. Knowledge of local geographic area.