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Delivery Driver

Definition

Under general supervision, to drive a vehicle in picking up and delivering mail, packages, books, cafeteria monies, musical instruments and other items; and to do related work as required.

Examples Of Duties

Drives a school vehicle in making deliveries to schools and offices; assists in filling requisitions; sorts, packs, and loads instructional materials, musical instruments, supplies, equipment and furniture; according to a prescribed schedule picks up, sorts, and delivers mail; sets postage meter and registers count of postage; picks up, delivers, installs, moves or rearranges light equipment as needed; assist in keeping simple records; may assist in shelving, arranging, labeling, and storing supplies; picks up and deposits cash monies; as assigned, assists in performing custodial maintenance work.

LICENSE REQUIRED

A valid California Operator's license.

REQUIRED QUALIFICATIONS

Knowledge of:

Vehicle operation and routine maintenance.

Ability to:

Follow oral and written instructions;
Work cooperatively with others;
Keep records connected with the above duties.

Experience:

One year of driving a private or commercial delivery vehicle, with public
Contact responsibilities.

Education:

Equivalent to completion of the eighth grade.