

**JOB BID #20**  
**Thursday, January 3, 2019**  
**Van Driver (8 hrs/day) - Central Stores**  
**6:00 a.m. – 2:30 p.m.**  
**Alijia Muharemovic moved to job #19 (Becker)**

**Reports To:** Director of Operational Services

**Primary Function:** Maintain daily delivery route

**Qualifications:**

Mobility/Agility

- ☐ physical strength and ability to work continuous hours on feet
- ☐ ability to frequently lift, push/pull, carry moderately heavy supplies equipment and furniture
- ☐ ability to occasionally lift, push/pull, carry heavy supplies, equipment and furniture
- ☐ ability to work outside and inside and in extreme temperatures/humidity
- ☐ ability to climb a ladder up to 10 feet in height
- ☐ ability to remove snow and ice from walks
- ☐ mobility/agility to perform all phases of van driver

Organization/Supervision

- ☐ good organizational and time management skills
- ☐ ability to maintain confidentiality

Technical Skills

- ☐ must have valid Iowa driver's license
- ☐ mathematical aptitude

Interpersonal Skills

- ☐ excellent attendance and the ability to work independently are essential traits, required to be successful in this position
- ☐ ability to establish and maintain good working relationships with teachers, students and fellow employees
- ☐ ability to work effectively with staff, parents, and community members regardless of race, national origin, gender, disability, age, or social economic status
- ☐ effective communication skills

**Duties:**

1. Maintain all records as required, including but not limited to, inventory of supplies and equipment
2. Must be able to maintain the assigned route schedule
3. Must be able to do general warehouse work, load/unload trucks, etc.
4. Work overtime for school activities
5. Other duties as assigned by the Warehouse manager

**Persons bidding on this position must discuss job requirements with Chuck Callaway or Marty Metcalf.**

**Complete the job bid process by visiting: <http://www.waterlooschools.org/hrs/afscme-job-openings/>**

**CLOSING DATE: Thursday, January 17, 2018**