JOB DESCRIPTION

TITLE
Warehouse Worker/Delivery Driver

SUPERVISION RECEIVED
Community Services Coordinator

CLASSIFICATION

SALARY RANGE

GENERAL AREA OF RESPONSIBILITY

Maintain storage of commodities and other items WSDCAA distributes in our warehouse. Properly package/box items. Assist in the delivery of food and commodities to the various counties we serve.

MAJOR DUTIES

1. Maintain warehouse: package, box and prepare items for pickup and or delivery
2. Use forklift, ability to drive large trucks and lift up to 50 pounds at a time.
3. Clean warehouse as needed.
4. Assist in inventory count.
5. Maintain client intake area including donations
6. Assist in delivery of commodities to counties we serve
7. Other duties as assigned by the supervisor

QUALIFICATIONS

1. 2 years related education plus 2 years experience or any combination.

2. Valid South Dakota driver’s license with no major violations within the past three (3) years.

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