



JOB DESCRIPTION

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| JOB TITLE | Warehouse Person (Driver) |
| JOB GROUP | CUPE 4222A |
| LEVEL | Category 5 |
| DEPARTMENT | Organizational Support Services, Facility Services |
| SUPERVISOR | Supervisor, Distribution Centre |

POSITION SUMMARY

Under the direction of the Supervisor or designate, the Driver is responsible for warehousing activities, packaging, transporting and delivery of goods, including interoffice mail, to all Board locations. The incumbent is responsible for ensuring that work is performed in a safe and effective manner and in accordance with all government regulations, to protect against injury, facility and property damage in support of school operations.

DUTIES AND RESPONSIBILITIES

- Pull, pack and label items ordered on requisition. Check for accuracy.
- Distribute packaged goods to the mail run pick-up point.
- Process requests for loan equipment.
- Provide back-up to the Shipper/Receiver during lunches and breaks.
- Sort the Board mail.
- Assist in the maintenance and counts of all warehouse stock.
- Rotate stock.
- Stock shelves with goods received.
- Accept and sign for parcels.
- Comply with safety, maintenance and cleanliness guidelines for operating hydraulic and power equipment such as a forklift or pallet mover.
- Load, drive and unload Board vehicle.
- Ride with colleague to assist with delivery of large pieces of furniture and equipment.
- Comply with board safety, maintenance and cleanliness guidelines for operating a Board vehicle.
- Accurately complete shipping & delivery documents.
- Perform other duties as assigned by the Supervisor or designate.

EDUCATION

- Ontario Secondary School Diploma or equivalent.
- Maintain a valid Ontario Drivers' License

EXPERIENCE

3-5 years of related work experience in a related role is preferred.

This position requires a clean Driver Abstract, physical assessment, and a successful completion of a driving assessment.