



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M .A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.07 Pick up materials to be recycled from schools and deliver to Recycle Center.	A-1	D		KNOWLEDGE OF: (cont'd) 6. Cooperate with staff members	1.07 Recycling material was picked up in a timely manner and delivered to Recycling Center.
1.08 Drive mail route vehicle, delivering mail to all locations within the District.	A-1	D		7. Plan	1.08 Mail was delivered each day in a timely and orderly manner.
1.09 Pick up noon lunch money and other deposits from various school sites and deliver them to the District office.	A-1	D		8. Organize 9. Control 10. Lift heavy objects on a regular basis	1.09 Receipts were collected from each location and delivered daily to the District office, on time.
1.10 Materials to and from print shop, maintenance, AV repair and electronics repair were delivered.	A-1	D		SKILLS OF: 1. Operation of forklift, pallet jack and 2/4 wheeled handtrucks.	1.10 Other items were delivered as requested by the supervisor.
RECEIVING ROOM					
2.01 Prepare necessary documents for shipping and UPS, parcel post and common carrier.	A-1	D		2. Driving various vehicles. 3. Requisition, purchase order and log book procedures.	2.01 The UPS freight was picked up and delivered to the receiving area in a timely manner.
2.02 Verify incoming freight for damage and correct number on boxes.	A-1	D		4. UPS and US mail shipping and packing requirements and procedures.	2.02 All materials being shipped was done so in a timely manner.
2.03 Verify material against purchase order and packing slip for accuracy.	A-1	D		5. Carrying and transporting heavy loads.	2.03 All incoming freight was verified undamaged and correct.
2.04 Prepare necessary receiving and unloading arrangements for incoming freight.	A-1	D		6. Using small tools	2.04 Purchase orders were verified against the packing slip for accuracy.
2.05 Maintain audit trail of delivered freight.	A-2	D		7. Using appropriate equipment	2.05 The necessary receiving and unloading arrangements were prepared for incoming freight.
2.06 Material received incorrect or damaged contact appropriate school personnel, trucking companies, or vendor to resolve problem.	A-3	D		8. Ability to drive van 9. Ability to properly pack and prepare material to be shipped.	2.06 Incorrect, damaged or lost freight was corrected.

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
2.07 Prepare necessary documents and freight for shipping UPS, parcel post, common carrier, etc.	A-1	D			2.07 Freight was shipped according to shipper requirements and proper documents were properly prepared.
2.08 Load and unload incoming freight to warehouse and other district locations.	A-2	D			2.08 Freight was loaded/unloaded in a safe manner.
2.09 Assist district personnel in verifying purchase orders, lost freight, ship dates of material, and expected delivery date.	A-1	D			2.09 Questions/problems were resolved in a timely manner.
WAREHOUSE DUTIES:					WAREHOUSE DUTIES:
3.01 Assist with warehouse duties as needed and directed.	N/A				3.01 Warehouse duties were carried out as directed.
MISCELLANEOUS DUTIES					MISCELLANEOUS DUTIES:
4.01 Unlock, lock and maintain security of building.	A-1	D			4.01 Adequate security of the building was maintained in accordance with District policy.
4.02 Tag required equipment and record all information necessary for current and accurate property maintenance.	A-1	W			4.02 All required equipment was tagged and all information necessary for current and accurate property maintenance was recorded.
4.03 Other duties performed as directed by immediate supervisor.	N/A	D			4.03 Other duties were performed as directed by immediate supervisor.
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