

TRANSPORTATION/INVENTORY CONTROL ASSISTANT

GENERAL STATEMENT:

Assists in keeping vehicles serviced and cleaned, delivers incoming merchandise, and transfers merchandise on the Athens Campus; Helps with inventory control.

REPORTS TO:

Supervisor of Transportation Department and Inventory Control Clerk

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR

CERTIFICATION:

Texas CDL license.

EXPERIENCE:

One (1) year experience in delivery services and maintaining vehicles.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Help keep vehicles cleaned and fueled.
- Pick up packages for shipping as needed on the Athens Campus.
- Deliver incoming packages on the Athens Campus.
- Help with inventory control.
- Restock the shelves when merchandise comes in.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Required to lift, push, or pull fifty (50) pounds.
- May be subjected to motor or machine noise.
- May be exposed to mechanical or chemical hazard.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised:

JD257