



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Delivery Worker

JOB SUMMARY

Performs routine delivery and manual work while delivering packages, papers and various printing jobs. Under general supervision, transports materials from point of distribution to point of receipt. Work is performed according to written and oral instructions within established guidelines. Duties may require heavy lifting and exposure to inclement weather. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Printing and Mail Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Transports materials from one location to another.
Makes routine deliveries to distribute printed materials and paper.
Operates golf cart safely to manage deliveries on campus.
Delivers shipments to requisitioning department.
Secures required signatures on receiving form.
Gathers coins from coin operated copiers on assigned route.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Some experience in general delivery work and driving experience.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of the campus and location of buildings.

Knowledge of simple clerical procedures required in the work.

Ability to perform physically strenuous activities for extended periods of time.

Ability to safely operate a golf cart.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel and be exposed to inclement weather including cold and heat.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.