Whitworth University
Facilities Services Job Description

Job Title: Delivery Assistant

Job Function: Under the supervision of the purchasing & warehouse manager, a delivery assistant performs off-campus “parts runs” and deliveries in accordance with facilities services maintenance needs. Other assistants work primarily with the campus delivery driver to fulfill campus needs including mail, furniture and paper deliveries as well as other requests. These jobs are very active and require a high level of physical fitness and strong driving skills.

Responsibilities:
Warehouse
1. Help keep inventory of items in central warehouse and assist in issuing supplies to FS employees.
2. Pick up supplies from off-campus vendors (drive a pickup).
3. Maintain warehouse cleanliness and orderly arrangement of materials.
4. Filing and record keeping

Delivery
1. Pick up campus mail from various locations.
2. Deliver mail to airport and/or local post office (drive a large delivery truck).
3. Deliver packages and mail around campus (maneuver a hand-truck).
4. Assist in picking up and delivering furniture and equipment.
5. Assist with set-ups and take-downs for campus events as needed.

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying the front office by phone (509.777.3254) when unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking sticker in place.
6. Student employees are responsible for wearing PPE (provided by Whitworth) at all times as appropriate while on the job. Students must comply with the department dress code, including work shirts (provided by Whitworth), which should be worn daily.
7. Employees are responsible for supplying their own rain gear, hats, and other protection from the elements as needed.
8. Timekeeping: Hours worked must be recorded accurately in a WhitNet timecard, to be reviewed daily by your immediate supervisor.
9. Take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Ability to lift up to 80 pounds, climb stairs and be highly active for up to eight hours a day
2. Valid driver’s license and ability to pass Whitworth’s driving certification program
3. Ability to maintain safe working conditions at all times, including comprehension and adherence with material safety precautions and operational training
4. Ability to work cooperatively as a member of a team
5. Integrity and the ability to maintain confidentiality when working in sensitive areas
6. Ability to follow instructions and learn new skills
7. Ability to complete tasks independently
8. Ability to pass background check