

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO**

**JOB DESCRIPTION
FOR
DISTRIBUTION SALES ASSOCIATE AND BUS DRIVER**

RESPONSIBLE TO: Director of Business Affairs

QUALIFICATIONS: High school diploma or equivalent
Hold valid CDL with a bus driver's endorsement or be able to obtain
Hold valid tow motor certification or be able to obtain

GENERAL DUTIES: Assist with the receiving, shipping, and sales activities of the distribution center
Assume duties of Distribution Center Coordinator during absence
Develop technical skills necessary to maintain and improve Distribution Center record keeping
Maintain a Bus driver indorsement and CDL license and drive routes as assigned

SPECIFIC DUTIES:

1. Have the ability to assist or perform all duties within the Distribution Center.
2. Be able to execute all transactions within the Distribution Center such as counter sales, accepting student payments and returns, verify and balance daily sales, assist with sales during "welcome week"
3. Assist in maintaining appropriate inventory, make appropriate adjustments, assist with printing of complete inventory and sales reports, reorder items as necessary and/or notify appropriate staff.
4. Assist with having instructors approve and return student sales list for respective programs.
5. Assist with shipping, receiving, pick-up and/or deliver mail/packages items must be delivered to designated areas prior to deliver some items must be inventoried and tagged.
6. Maintain electronic file of purchase orders, internal requisitions, and appropriate documentation.
7. Assist with preparation, and maintain a list of outstanding invoices/work orders and make appropriate notifications

8. Assist with updating student fee records in DASL and notify the Board office on withdrawn student updates.
9. For vehicles assigned to the distribution center: Keep fueled, Schedule use and maintenance, and maintain appropriate records. Report needed repairs/ maintenance to immediate supervisor.
10. Perform pre-trip inspection(s) on vans used for student transportation.
11. Assist in planning for and use of vans/buses for educational purposes with designated secretary making sure a driver is available.
12. Maintain valid CDL license with a bus driver's endorsement, inspect and operate the bus by State, Federal and Local laws and policies.
13. Maintain fork lift certification.
14. Maintain security of all pick-up and/or delivery of hazardous products, fuels, welding gases, etc.
15. Attend professional development opportunities to maintain or enhance skills.
16. Maintain a clean, neat, and orderly work area.
17. Perform other duties as assigned by the Superintendent and/or his/her designee