

LTE POSITION AVAILABLE

(Limited Term Employment)

Sorter/Driver (32-40 hours/week)

Begins: late August or early September 2018

Wage: \$15.26/hour

LTE Term: The term of this LTE position is 18 months. At the end of the 18 months, there *may* be an option to renew the term or to move to a regular, full-time position.

Benefits: Insurance Package, Vacation, Personal and Sick Time (Benefits will be pro-rated per start date.) Does not include the Wisconsin Retirement Plan.

Special requirements:

- This position requires a high level of schedule flexibility and the ability to learn new routes quickly.
- This position requires a commitment of at least eighteen months.
- Must pass a road test and submit to a background check prior to hiring.
- Must be available Monday-Saturday, 6:30am-6:30pm.

Schedule:

- 32 hours/week (minimum)
- Regular schedule will be Tuesdays 8am-4pm and Wed-Fri 10:30am-6:30pm. **This person will be expected to regularly fill in on Monday and Saturday shifts.**

Duties include but are not limited to: making deliveries to local libraries and other locations in a company owned vehicle, sorting and packing materials at our delivery warehouse, loading trucks and vehicle washing.

General Description

The LTE Delivery Driver II is responsible for the delivery of library materials on scheduled routes throughout Wisconsin in a timely manner. This person is responsible for providing excellent customer service and for the safe operation, routine inspection, and cleanliness of delivery vehicles. This person is also responsible for the accurate sorting and packing of library materials as well as the accurate counting and loading of our delivery routes.

The LTE Delivery Driver II is an at-will position, subject to the business needs of SCLS. The LTE Delivery Driver II works under the direct supervision of the Delivery Management team. All aspects of this position description are subject to change with or without notice, including, but not limited to, work schedule and assigned duties.

General Requirements

Must be at least 18 years old. High school education or equivalent. Two years of delivery/route driving experience preferred. Good reading and writing ability. Good interpersonal communications skills. Good manual dexterity. Valid regular driver's license with no restrictions except corrective lenses. Clean and insurable driving record. Ability to read and interpret highway and street maps as well as written directions. Ability to work independently, at times under adverse road conditions. Driving endurance skills necessary to drive for periods of up to 11 hours. Good physical condition required to lift repeatedly containers weighing up to 60 lbs. to a height of 5 feet and to be on one's feet for up to 5 hours at a time.