

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
JOB DESCRIPTION**

DATE: February, 2022

POSITION TITLE: Delivery Person **FLSA STATUS:** Non-Exempt

REPORTS TO: Business Manager

JOB SUMMARY:

Accomplishes the delivery route for the library system.

ESSENTIAL FUNCTIONS:

- Transports library materials and correspondence between branch libraries
- Picks up and delivers to township administration building, school administration building and other facilities as needed.

SUPERVISORY RESPONSIBILITY:

This position has no direct supervisory responsibilities.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow written and oral instructions.
- Ability to organize and prioritize tasks.
- Maintains valid PA driver's license and has registered and insured vehicle capable of transporting library materials.
- Demonstrated dependability and ability to interact courteously and tactfully with CTLS staff and customers.
- Ability to work in an ergonomically safe manner.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to:

- Frequently use hands for fine motor when accomplishing maintenance jobs.
- Frequently reach with hands and arms and talk or hear.
- Frequently stands, walks, or sits.
- Occasionally climbs, stoops or kneels.
- Regularly lift and/or move up to 25 pounds and occasionally up to 45 pounds.

WORK ENVIRONMENT:

While performing the duties of this job the employee may be exposed to seasonal temperature extremes, dust and inclement weather conditions.

DISCLAIMER:

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Approvals:

Executive Director: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT:

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description.

Employee: _____ Date: _____