



Delivery Driver (Part-Time)

Job Title: Delivery Driver (Part-Time)
Reports to: Deputy Director
FLSA: Non-Exempt

Primary Objectives: Delivery Driver is responsible for sorting and transporting library materials between Pioneer Library System and member libraries in Ontario, Wayne, Wyoming, and Livingston Counties.

Essential Duties

1. Reporting to work for assigned routes at the designated time.
2. Adhering to predetermined arrival/departure times along the route as is practicable.
3. Sorting and distributing materials efficiently before, during, and upon completion of a route.
4. Implementing safety and security measures at all libraries on route, such as using proper security codes and routines and locking doors upon departure.
5. Implementing safe driving practices in all conditions.
6. Exercising honesty and integrity in all aspects, specifically using credit cards for gas and reporting of hours worked.
7. Completing a Trip Log for each run accurately and fully.
8. Keeping aware of vehicle condition, reporting needed repairs and maintenance and assisting when required.
9. Maintaining considerate and helpful working relationships with other Delivery Drivers.
10. Performing other duties as assigned.

Required Skills, Knowledge, and Abilities

- Ability to lift and transport delivery totes weighing approximately 45 lbs.
- Maintains a valid NYS Driver's License with a safe driving record.
- Ability to effectively communicate with supervisor.

Education and Experience

- High School Diploma or equivalent

Hours: This position is for three days a week, either Monday/Wednesday/Saturday or Tuesday/Thursday/Saturday (to be negotiated upon hiring), starting between 7am and 12pm; approximately 12-16 hours per week.

Compensation and Benefits: Starting pay is \$13.80/hr. Includes vacation and sick time.

How to apply: Email a completed application to careers@pls-net.org by April 16. Applications can also be picked up outside the main entrance of the Pioneer Library System and mailed back to 2557 State Rt. 21 Canandaigua, NY 14424 by April 16.