



Logistics Specialist

Department: Housing Services

Pay Grade: 11

Supervisor's Title: Community Services and Emergency Pantry Coordinator

General Purpose of the Job: Facilitates service delivery by focusing on logistics. Includes packing, transporting, and home deliveries.

Minimum Level of Education/Experience Required: Previous human services, logistics, or warehouse services.

License or Certificate Required: In addition to the requirements above this position must have a valid Iowa or Illinois Driver's License and proof of current automobile insurance

Supervisory Responsibility: None

Eligible for Telecommuting: No

Schedule: Flex Schedule

Primary Duties and Responsibilities:

- A. Complete food, diaper, and personal care assembly and delivery processes using established systems.
- B. Provide doorstep delivery for agency services, including the items listed above, window air conditioners, and other items.
- C. Assist with food pantry coordination by transporting and unloading Food Bank orders.
- D. Assist with document courier services for customers applying for agency services by picking up or scanning documents for customers who lack the technology to submit documents electronically.
- E. Pack food boxes, working with a team to improve customer choices in the process.
- F. Fill ecommerce orders from customers
- G. Perform light maintenance, including assuring delivery vehicles receive routine maintenance needed
- H. Problem solve customer delivery concerns or complaints
- I. Submit program/activity reports as requested
- J. Attend meetings/trainings as required.

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch				X
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery		X		
Lift up to 10 Pounds			X	
Lift up to 25 Pounds			X	
Lift up to 50 Pounds		X		
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Routine office equipment		X		
Use small kitchen appliances	X			
Motor vehicle operation				X
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions			X	
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel				X
Noise: Moderate levels of noise				
Protective Clothing/Equipment Required: None				

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 8/29/2020 By: RP