



5. Unloads the van at headquarters.
6. Refuels the van.
7. Washes the van.
8. Reports mechanical problems to the appropriate person.
9. Follows the delivery route to make the complete delivery run in the most efficient amount of time.

Essential Associate Job Duties:

10. Improves him/her self in any way possible to enhance job performance.
11. Promotes ECRL, its mission, philosophies, values, programs and achievements to the public and other employees.
12. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
13. Functions as a team member by assisting, supporting, and encouraging other employees in any way possible.
14. Maintains working knowledge of software used by the library.

Non-Essential Job Duties:

15. Performs related work as required – willingly and eagerly.