

## **DELIVERY DRIVER/WAREHOUSE WORKER**

### **BASIC PURPOSE OF THE JOB CLASSIFICATION**

To operate light automotive equipment in the pick-up and delivery of mail, equipment, supplies, and District monies; to participate in the receipt, storage, loading, unloading, delivery, and inventory of District materials; to perform a variety of responsible cleaning and custodial work; to maintain records related to the area of assignment; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Employees in this classification perform assignments under general supervision within an established framework of well-defined policies and procedures.

### **REPORTS TO**

Custodial Supervisor and Director of Maintenance, Custodial, and Grounds

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Loads and unloads a delivery vehicle, ensuring that all items and supplies are properly secured.
- Picks-up, sorts, and delivers materials at school sites, including warehouse supplies, mail, food items, textbooks, films, AV equipment, etc.
- Assists with setting up AV equipment and arranging rooms and furniture.
- Picks up monies at the school cafeterias and delivers monies to the District Office.
- Drives a District delivery vehicle over a designated route in accordance with established time schedules.
- Maintains delivery vehicle(s) in safe operating condition, servicing vehicle with fuel, oil, water, etc.
- Receives, picks-up, and delivers supplies ordered and received from vendors.

## **DELIVERY DRIVER/WAREHOUSE WORKER - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

- Inspects received items for damage, matching delivered items against packing slips and purchase orders and reporting discrepancies to an appropriate supervisor.
- Receives and files stock requests and assists with filling orders.
- Assists with ordering of supplies.
- Conducts regular inventory of items in stock as directed.
- Develops and maintains computerized records and files relating to warehouse operations, including inventory.
- Performs pre-trip safety inspections and fuels, cleans, and performs minor servicing of delivery vehicles to ensure proper operating condition.
- Reports items needing repairs.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift, push, and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck and hand truck.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a variety of District facilities, both inside and outside and in various types of weather; exposure to fumes, gasses, controlled and hazardous substances, and chemicals; regular contact with staff and the public.

## **DELIVERY DRIVER/WAREHOUSE WORKER -3**

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of :**

- Safe driving practices.
- Computerized inventory methods, procedures, and record keeping.
- Proper warehousing and storage methods, including food storage procedures.
- Safety precautions and standards associated with transporting and warehouse operations.
- Power and hand tools.
- Routine vehicle maintenance requirements.
- Safe work practices.

### **Ability to:**

- Use and safely operate a variety of vehicles, hand tools, power tools, and equipment including a truck and hand truck, exercising good judgment and safety precautions.
- Prioritize work loads to meet established time lines and special requests.
- Receive, store, and deliver supplies, materials, and equipment in a warehouse facility.
- Perform routine maintenance on vehicles.
- Understand and follow both oral and written directions.
- Maintain supply and inventory records.
- Read and write at the level required for successful job performance.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous experience performing warehousing/inventory work is highly desirable.

### **Special Requirements:**

Possession of a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles.