



For the future of every student

CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, perform a variety of warehouse functions including the receipt, inspection, verification, storage, processing and distribution of a variety of supplies, materials and equipment; drive a vehicle to various District locations to deliver goods.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of warehouse functions including the receipt, inspection, verification, storage, processing and distribution of assigned goods such as supplies, materials, documents, books, equipment, mail, packages and food items; assure designated goods are delivered in a timely manner.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; review shipments for accuracy including quality and quantity; identify and resolve shortages, damaged goods or other problems and discrepancies.

Shelve, stock and store items in appropriate section of warehouse; load and prepare various items for delivery; receive, fill and process requisitions; pull, pack, sort and ship items to various locations according to established procedures; arrange outgoing deliveries and routes with site personnel.

Drive a vehicle to school sites, offices, cafeterias, mailrooms and other District locations to pick up and deliver a variety of goods; load truck with appropriate supplies and equipment; assure deliveries comply with quantity and product specifications; obtain signatures; pick up and deliver mail.

Receive, fill, verify and process purchase orders and requisitions; pull, pack and ship items or supplies to District locations according to established procedures; load and prepare items for delivery; arrange outgoing deliveries with school site and other District personnel as needed.

Place food items in racks, coolers or freezers as assigned; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; clean and sweep warehouse, freezers, refrigerators and storage areas as required.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of warehouse equipment such as forklifts, pallet jacks, delivery vehicles and dollies; utilize standard office equipment including a copier, fax machine, computer and assigned software.

Prepare outgoing shipments for delivery; assure items and supplies are properly loaded and secured for transport; place and store items in appropriate storage areas at schools and other District sites.

Maintain and organize warehouse inventory; assist in maintaining appropriate levels of regular store stock items as assigned; participate in conducting and maintaining regular and periodic inventories.

Inspect delivery vehicle to assure proper operating condition; perform routine maintenance as needed; check and replenish fuel, oil, water and tire inflation levels as needed.

Maintain various records, logs and files related to orders, deliveries, warehouse operations, food temperature, purchase requisitions and assigned activities.

Restock returned items as needed; repackage various products into smaller issuing units as needed

Maintain warehouse and other assigned areas in a clean, orderly and safe condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, packing slips and other warehouse documents.

Practices, procedures, terminology and techniques involved in the receipt, issuing and distribution of supplies and materials.

Proper loading and unloading of trucks.

Traffic laws, defensive driving techniques and rules of the road.

Operation of a forklift, pallet jack and other warehouse equipment.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment including a computer and assigned software

Proper lifting techniques.

Health and safety regulations.

Basic record-keeping techniques.

Basic mathematics.

ABILITY TO:

Perform a variety of warehouse functions including the receipt, inspection, verification, storage, processing and distribution of a variety of supplies, materials and equipment.

Drive a vehicle to various District locations to deliver goods.

Shelve, store and prepare warehouse items for delivery.

Load and unload shipments of supplies and equipment.

Operate a forklift, pallet jack and other warehouse equipment.

Utilize space efficiently and effectively.

Maintain various records related to work performed.

Meet schedules and time lines.

Observe health and safety regulations.

Observe legal and defensive driving practices.

Understand and follow oral and written instructions.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and one year warehouse, delivery or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Forklift Certification.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Heavy physical labor.

Walking.

HAZARDS:

Working around and with machinery having moving parts.

Traffic hazards.

Working in walk-in refrigerator and freezer.