

# MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

## WAREHOUSE DELIVERY DRIVER

### DEFINITION

Under general supervision, to drive a District vehicle in the pickup and delivery of office and instructional materials, mail, custodial supplies, food service supplies, and other items to schools, cafeterias and offices, perform related work as required.

### EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Load delivery truck, deliver warehouse supplies and deliver and pick up carts. E
- Perform daily safety inspection of vehicles and operate vehicle to and from school sites, public office and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- Fill warehouse stock requisitions, complete food service orders, and complete related forms. E
- Receive, verify, check for damage, and store supplies in warehouse. E
- Assist in conduct of periodic physical inventory.
- Communicate with storekeeper about daily duties. E
- Package and wrap for shipping.
- Load, unload, transport, and move furniture and equipment. E
- Clean and sweep warehouse. E
- Perform related duties as assigned. E
- \* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

**LICENSE REQUIRED** – Possession of a valid and appropriate California Driver’s License; certification to operate fork lift.

### QUALIFICATIONS

<b>Knowledge of:</b>	<b>Ability to:</b>
<ul style="list-style-type: none"><li>• Basic record keeping methods applicable to storekeeping;</li><li>• Geography of the school district;</li><li>• Routine delivery practices;</li><li>• Appropriate safety precautions and procedures;</li><li>• Basic math and basic English usage and literacy;</li></ul>	<ul style="list-style-type: none"><li>• Perform varied storekeeping duties in the receipt and distribution of supplies, equipment, furniture and foodstuffs;</li><li>• Follow routes and maps to various locations;</li><li>• Operate a light truck, observing legal and defensive driving practices;</li><li>• Operate a forklift;</li><li>• Understand and carry out oral and written instructions;</li><li>• Establish and maintain effective relationships with those contacted in the course of work.</li></ul>

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience in warehousing and/or delivery driving.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<b>Vision:</b> (which may be corrected)  Read normal print  Walk over uneven terrain  See small objects at a distance of 25 feet and use peripheral vision	<b>To perform tasks such as to:</b>  Complete forms; read receiving documents  Pick up and deliver to school sites  Operate vehicles and use mirrors on delivery truck to back vehicle
<b>Hearing:</b> (which may be corrected)  Hear sounds which warn of potential danger	<b>To perform tasks such as to:</b>  Operate vehicles on public streets and around schools
<b>Upper Body Mobility:</b>  Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow  Extend arms to reach outward and upward, use hands and arms to lift objects  Turn, raise, and lower head  Twist and bend at torso	<b>To perform tasks such as to:</b>  Inspect vehicles, fill out forms; to operate forklift; to pick up boxes; to pull orders  Receive supplies, fill stock requisitions, and make pick-ups and deliveries  Operate and inspect vehicles  Receive supplies, fill stock requisitions, and move furniture
<b>Lower Body Mobility:</b>  Walk on even surfaces  Climb stairs/ladders and bend at waist	<b>To perform tasks such as to:</b>  Pick up and deliver at school sites; work in warehouse  Fill stock requisitions and receive and deliver supplies

<p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry, on a frequent basis, objects which weigh as much as 100 pounds</p>	<p><b>To perform tasks such as to:</b></p> <p>Deliver supplies and fill stock requisitions; to move furniture</p>
<p><b>Smell:</b></p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p><b>To perform tasks such as to:</b></p> <p>Inspect and operate vehicles</p>
<p><b>Environmental Requirements:</b></p> <p>Work independently</p> <p>Work around others</p> <p>Work outside</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b></p> <p>Complete assigned delivery duties</p> <p>Receive supplies and make pick-ups and deliveries</p> <p>Deliver supplies</p> <p>Complete forms and warehouse duties</p>
<p><b>Mental Requirements:</b></p> <p>Read and write at a simple level essential for successful job performance</p> <p>Understand, interpret and apply routine information</p> <p>Math skills at basic level</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p>	<p><b>To perform tasks such as to:</b></p> <p>Complete forms and read instructions</p> <p>Follow instructions and operate a vehicle</p> <p>Fill stock requisitions and receive supplies</p> <p>Operate a vehicle safely</p> <p>Perform assigned duties at school sites</p>

**Other Conditions of Continued Employment:**

- Speak English at a conversational level and demonstrate basic literacy in English
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates listed on the class specifications
- Comply with rules and regulations of the Classified Service and provisions of labor agreements.

Adopted: 10/25/95