

UNION SCHOOL DISTRICT

CLASS TITLE: DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Chief Financial Officer and the Supervisor of Food Services, delivers inter-district and U.S. mail, bank deposits, supplies and instructional and food services materials and supplies; delivers Board of Trustee Information and Board Packets; provides summer support to the Maintenance and Operations department and performs related duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Food Service Related

Picks up cafeteria money from schools; and delivers food to the different school sites.

Business Service Related

Makes special pick-up and deliveries within and outside the District; sorts and delivers inter-district mail; weighs, meters U.S. mail and delivers to post office; makes pick-ups and deliveries to the County Office of Education; and makes other deliveries.

Summer Support

Provides support to grounds, maintenance and custodians under the direction of the Supervisor of Maintenance and Operations.

Attend mandatory trainings as required for this position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic arithmetic functions;
Record keeping;
Sorting and simple filing;
Good hygiene regarding handling of food;
Interpersonal skills using tact, patience and courtesy; and
Safe and defensive driving practices.

ABILITY TO:

Learn use of postal metering machine;
Memorize routes, schedules and stops;
Establish and maintain cooperative work relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community;
Understand and follow oral and written directions;
Ability to handle perishable items;
Operate a light truck skillfully and safely;

Operate forklift;
Meet the physical requirements necessary for the successful performance of required duties;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Graduation from high school or the equivalent; a good work history demonstrating reliability and the ability to work independently; and sufficient experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License
Copy of DMV Report – to evidence satisfactory driving record
First Aide and/or CPR (may be required; training will be provided)
ServSafe certification (may be required; training will be provided)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Seasonal heat and cold or adverse weather conditions
Exposure to oil, grease and gases
Driving a vehicle to conduct work

PHYSICAL DEMANDS

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Stand and/or walk on hard flooring for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
Push and/or pull a variety of tools and equipment weighing up to 50 pounds;
Sustain heavy physical effort for up to 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;
Work at various elevated heights in a safe and effective manner;
Work with chemical agents in a safe and effective manner without allergic reaction;

Demonstrate manual dexterity necessary to perform fine motor skills during maintenance procedures;
Operate manual and power hand tools;
Operate a variety of delivery vehicles and material handling equipment, including a forklift, in a safe and effective manner;
Work in a wide range of temperatures;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy;
Work in both indoor and outdoor environments with exposure to weather extremes;
Multitask; and
Maintain regular attendance.

HAZARDS

Traffic hazards

Exposure to cleaning agents and chemicals

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.