

JOB TITLE: WAREHOUSE DELIVERY WORKER

BASIC FUNCTION

Under the direction of the Director of Purchasing, receives, processes, stores and distributes a variety of staple and perishable goods, equipment, supplies and mail, drives a delivery vehicle following designated routes, loads and unloads food carts, warehouse supplies and materials, and audio-visual equipment, determines proper postage and meter mail.

ESSENTIAL JOB FUNCTIONS

- Loads a delivery vehicle with a variety of supplies, materials, equipment, food carts and mail
- Drives a delivery vehicle to delivery and pickup sites and loads and unloads the delivery vehicle in specified locations
- Receives, inspects, processes, and stores warehouse supplies, materials, and equipment
- Completes discrepancy reports noting and recording damage or differences
- Wraps, packs, and otherwise prepares goods for shipping or delivery
- Processes intra-district and United States mail
- Performs inspections and maintains records of preventive maintenance on warehouse equipment and trucks as needed
- Maintains a variety of warehouse and delivery related records
- Operates a variety of warehouse equipment, including scales, postage meter, forklift, pallet jack, and hand truck
- Participates in warehouse inventory reviews and in maintaining inventory control procedures, assembles items as necessary
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Safely and legally operate a truck or delivery van
- Operate a manual forklift, electric forklift, pallet jack and other related warehouse equipment
- Operate a handcart, mail machine, postal scale, calculator and computer

Knowledge of:

- Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment, and mail
- Simple record management procedures
- Vehicle service and maintenance requirements
- Safe working and vehicle operational practices

Ability to:

- Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation
- Perform routine clerical tasks
- Perform moderately heavy manual tasks
- Establish and maintain positive and effective working relationships

- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Walking and standing for extended periods of time
- Climbing ladders and stairs
- Dexterity of hands and fingers to operate tools and equipment
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Six months experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

Education:

Equivalent to graduation from high school.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- A valid California Class C driver’s license

CONDITIONS OF EMPLOYMENT

- Must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator course within six (6) months of employment. Training will be provided by the District
- Insurability by the District's liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law