

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of duties related to the shipping, receiving, storing and issuing of goods including food, supplies, equipment, textbooks and other materials; drives a vehicle to various locations along assigned routes to pick-up and deliver food, goods, equipment and mail; prepares and maintains related records and reports; may participate in a variety of food service distribution functions as directed.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assembles and organizes equipment and supplies at delivery sites as directed; assures proper operation of equipment as assigned.

Assists in conducting physical inventories; verifies stock and identifies losses.

Communicates with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.

Coordinates receipt and distribution of textbooks, testing materials and other instructional materials as assigned by the position; transfers library textbooks as needed.

Drives a vehicle to various locations along assigned routes to deliver goods; maintains cleanliness of vehicles; services and runs safety checks on assigned vehicle.

Fills and processes requisitions; pulls, packs and ships items or supplies to various locations according to established procedures; monitors stock levels; reviews and verifies accuracy of orders; assists in ordering equipment and supplies as necessary.

Maintains warehouse in a clean, orderly and safe condition.

Operates a variety of warehouse equipment including forklifts, pallet jacks and dollies; operates a variety of office equipment including a calculator, copier, computer and assigned software.

Performs a variety of duties related to the shipping, loading, receiving, storing and issuing of assigned goods including supplies, equipment, testing materials and food; assure supplies, equipment, testing materials and food are delivered in a timely manner.

Prepares and maintains a variety of files, records and reports related to purchase orders, deliveries and assigned activities; establishes and maintains filing systems.

Receives stock and non-stock items; assures specifications, quantity and quality of orders are correct.

Receives, unloads and inspects shipments for damage and conformity to purchase order specifications and packing slips; receives, files and submit receipts for delivered goods; reviews shipments for accuracy; contacts vendors regarding shortages, damaged goods or other discrepancies.

Responds to inquiries of staff and vendors and provides information and/or direction regarding the status of deliveries.

Shelves and stores items received in the appropriate section of the warehouse; places food items in racks, coolers or freezers as required; rotates perishable and nonperishable inventory as needed; assures food shipments are not spoiled or damaged.

Transports cash deposits from multiple District sites to warehouse to secure funds in preparation for armored car pickup.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations.

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

Proper loading and unloading of trucks.

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

Shipping and receiving procedures.

Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.  
Operation of a computer and assigned software.  
Sanitation and safety practices related to handling and transporting food.  
Storage and rotation of perishable foods.  
Operation of a computer and assigned software.  
Basic record-keeping, report preparation and inventory techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Health and safety regulations.  
Basic mathematical calculations.

**ABILITY TO:**

Participate in a variety of food service distribution functions.  
Drive a vehicle to various locations to pick up and deliver food items and supplies.  
Assist in filling and processing daily food service orders and maintaining inventory and stocking items.  
Load and unload shipments of food items and supplies.  
Inspect and receive deliveries.  
Meet schedules and time lines.  
Maintain and prepare routine records and reports.  
Operate a computer and assigned software.  
Ensure proper temperature of food items.  
Operate a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.  
Understand and follow oral and written instructions.  
Observe legal and defensive driving practices.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Follow and ensure compliance with health and sanitation requirements.  
Add, subtract, multiply and divide quickly and accurately.  
Operate delivery trucks safely and economically.  
Maintain specified delivery schedule in rush conditions.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and one year warehouse, delivery or related experience in a warehouse environment. Forklift experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License and Evidence of Insurability.  
Valid Forklift Certification (to be obtained within 12 months of employment).  
Some positions in this classification may be required to have a valid Food Handler Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Warehouse/Outdoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and 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.  
Walking.  
Lifting, carrying, pushing and pulling heavy objects.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Climbing ladders.  
Heavy physical labor.

**HAZARDS:**

- Working around and with machinery having moving parts.
- Exposure to cold temperatures including freezers and refrigerators.
- Driving a vehicle during adverse weather conditions.
- Working at heights.
- Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17

**Salary Range**

Class 41