



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

WAREHOUSE WORKER/DELIVERY DRIVER

**DEPARTMENT/SITE: MAINTENANCE,
OPERATIONS &
FACILITIES**

**REPORTS TO: DIRECTOR OF MAINTENANCE,
OPERATIONS & FACILITIES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 31

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director of Maintenance, Operations & Facilities, perform a variety of warehouse functions including receipt, inspection, storage, processing, inventory and issuing of assigned goods; drive a vehicle to various District locations to pick up and deliver supplies and material and transport food, supplies, volume commodities, money, mail and equipment. The incumbents in this classification provide the school community with proper storage, inventory and delivery of instructional materials and food items which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The Warehouse Worker/Delivery Driver performs duties pertaining to the timely and accurate delivery, storage and inventory of food items and instructional materials for students, staff, and the public while working effectively with minimum supervision.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Perform a variety of warehouse functions including the receipt, inspection, storage, processing and issuing of assigned goods such as supplies, instructional materials, freight, mail, and food items.
- Transport prepared food, supplies, volume commodities, money, department mail, and nutrition services equipment within the District.
- Organize delivery products and delivery points to ensure that food remains at required temperatures; Adapt workday schedule as needed to accommodate large commodity deliveries and varying site schedules (within regular work schedule).
- Receive, unload and inspect shipments for damage; review shipments for accuracy; identify and resolve discrepancies; shelf and store items in appropriate section of warehouse or assigned facility.
- Load/unload mail and various items for delivery; receive, fill and process orders; pull, pack, sort and ship items to various locations according to established procedures.
- Arrange outgoing deliveries with school site and other District personnel as needed; assure designated

goods are delivered in a timely manner.

- Store unused food items in accordance with health and sanitation standards.
- Clean, organize and maintain equipment in storage, food preparation, and serving areas
- Stock food, condiments, beverages, and supplies. Rotate, using FIFO method.
- Drive a District vehicle to sites and other local locations to deliver or pick up a variety of goods; assure transport of goods comply with quantity and product specifications; pick up and deliver mail, packages, monies, paperwork, or other materials as assigned.
- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns regarding orders, deliveries, inventory and assigned activities; contact vendors regarding shortages, damaged goods, or other problems and discrepancies.
- Maintain various records and check email related to purchase orders, deliveries, and assigned activities.
- Operate a variety of warehouse equipment including forklifts, pallet jacks and hand trucks; operate a computer and assigned software; utilize automated computer system in resolving inventory discrepancies.
- 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 warehouse and other assigned areas in a clean, orderly, and safe condition; clean refrigerator, freezer, and storage areas; inspect food and/or supplies, including expiration dates to ensure compliance with mandated health requirements.
- Move and arrange various equipment and supplies at school sites and the District Office as required.
- Assign/complete fixed asset tags to incoming equipment for the purpose of establishing initial documentation of items to be tracked in fixed asset accounting system, take inventory of products and supplies on a designated regular basis.
- Complete routine documents, maintain files, prepare and maintain accurate records.
- Attend meetings (e.g. in-service training, etc.).
- Perform general maintenance work as needed and assist other Maintenance, Operations and Facilities personnel as may be required for the purpose of support in the completion of work activities.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- California driving laws; safe, proper, and courteous operation of automobiles and trucks; good knowledge of the local street and road systems; and basic automobile maintenance techniques
- Proper loading techniques; operations of forklifts, pallet jacks, hand trucks; proper lifting techniques
- Space utilization and inventory; proper storage of foods and supplies for delivery to school food service facilities; modern warehousing/store keeping procedures, including shipping/receiving, automated inventory principles and practices, equipment and supplies used in a school system, basic public purchasing practices, record keeping techniques
- Health and safety regulations, including those related to the transportation and storage of food and supplies; safe working methods and procedures

Skills:

- Basic computer skills (e.g., work order system, email, etc.)
- Make basic mathematical computations
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Understand and follow complex, multi-step oral and written instructions, and speak clearly
- Read and understand a variety of manuals; interpret and apply rules, regulations, policies, and procedures
- Operate a variety of machinery and equipment including, trucks with tailgate lifts and hydraulic pallets; assemble and test new equipment
- Establish and maintain effective working relationships with fellow employees, all District personnel, outside vendors and agencies, and the general public
- Perform the physical duties of the job in a warehouse environment (e.g., lift and carry heavy objects, stoop, climb, reach, bend).
- Plan, organize, and coordinate the operation of a warehouse
- Analyze situations effectively and adopt an appropriate course of action
- Work independently with little direction
- Meet schedules and timelines
- Learn new computer tasks as needed
- Schedule activities and gather and/or collate data
- Work with diverse individuals and/or groups
- Perform multiple, non-technical tasks
- Adhere to safety practices to operate a vehicle to transport food and supplies
- Drive district vehicle
- Demonstrate friendly customer service skills

EDUCATION REQUIRED:

High School Diploma or equivalent.

EXPERIENCE REQUIRED:

One (1) year of experience in warehousing, storekeeping, delivery or related work. Three (3) years of experience in increasingly responsible position in warehousing and inventory control desirable.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score
- Valid Food Handler's Certificate issued by San Diego County Health Department
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor/outdoor, vehicle, warehouse, refrigeration unit, kitchens, offices, classrooms, assembly rooms
- Heavy physical labor; lifting and carrying heavy equipment and furniture up to 75 pounds, with up to 52 pounds of repetitive lifting; dexterity of arm, shoulders, hands, and fingers to perform duties

- Climbing ladders and working at heights; standing for extended periods of time; pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching
- Vision in order to drive at night and read text and computer
- Hearing and speaking to exchange information, dexterity of hands and fingers in order to operate equipment
- Seeing to ensure safe and efficient cleaning procedures
- Subject to heat from ovens and cold from walk in refrigerators and freezers
- Potential for contact with blood, other body fluids, bloodborne pathogens and communicable diseases, chemicals and solvents including antiseptics and disinfectants, biomedical waste/hazards, working at heights, traffic, noise from equipment operation
- Traffic and noise from operating equipment
- Exposure to fumes, dust and odors