

Warehouse Worker/Delivery Driver

Definition

Under general supervision, drive a vehicle in picking up and delivering mail, packages, books, cafeteria monies, musical instruments, and other objects; and support general warehouse functions.

Essential Duties and Responsibilities

- Receive, process, store, and distribute an assortment of staple and perishable goods, equipment, supplies, and mail;
- Drive a delivery vehicle following designated routes;
- Determine proper postage and meter mail;
- Load and unload a delivery vehicle in specified locations with a variety of supplies, materials, equipment, food carts, and mail;
- Drive a delivery vehicle to sites for pickup and delivery;
- Accept, inspect, process, and store warehouse supplies, materials, and equipment;
- Complete discrepancy reports noting and recording damage or differences;
- Wrap, pack, and otherwise prepare goods for shipping or delivery;
- Process intra-district and United States mail;
- Retain records of preventative maintenance on warehouse equipment and trucks as needed;
- Maintain a variety of warehouse and delivery related records;
- Operate a variety of warehouse equipment, including scales, postage meter, forklift, pallet jack, and hand truck;
- Participate in warehouse inventory assessments and maintain inventory control procedures;
- Safely and legitimately operate a mid-size truck or delivery van;
- Perform related work as required.

Required Qualifications

- High school diploma or equivalent;
- California Driver's License;
- Insurability with District's liability carrier;
- Six months of operating a private or commercial mid-size delivery vehicle with public contact responsibilities and performing warehouse receiving and storage functions.

Preferred Qualifications

Knowledge of:

- Methods and procedures relating to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment, and mail;
- Simple record management procedures;
- Vehicle maintenance requirements.

Ability to:

- Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation;
- Perform routine clerical tasks;
- Complete moderately heavy manual tasks;
- Establish and maintain positive and effective working relationships;
- Promotes team building and a positive work environment;
- Acclimate easily to work assignments, additional priorities and new procedures;
- Accept constructive criticism and modify work appropriately;
- Prioritize and recognize needs and solve problems independently as suitable;
- Suggest practical improvements to supervisor as appropriate;
- Skillfully handle challenging situations using good judgement;
- Keep the needs of schools and departments a top priority;
- Understand and carry out oral and written instructions;
- Keep records connected with the above duties.

Personnel in this position will be paid on Range 144 of the classified salary schedule (\$3,108 - \$3,771, 12 months).