

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Warehouse Worker/Delivery Driver

DESCRIPTION OF BASIC RESPONSIBILITIES:

To receive, store, load, unload, deliver, and inventory District materials, supplies, equipment, mail, and food items.

SUPERVISOR: Fiscal Services Supervisor

TYPICAL DUTIES:

1. Receives and stores supplies, materials, and equipment into and out of warehouse and storage facilities.
2. Inspects items received for damage, matches delivered items against packing slips and purchase orders, and reports discrepancies to appropriate authority.
3. Drives a District delivery vehicle over a designated route safely and in accordance with established time schedule.
4. Maintains delivery vehicles(s) in safe operating condition and services vehicle(s) with fuel, oil, water, etc.
5. Receives stock request, fills orders, and schedules deliveries to sites.
6. Loads/unloads delivery vehicle ensuring that all items and supplies are properly secured.
7. Maintains ongoing inventory of warehouse goods and materials.
8. Maintains warehouse facility in orderly, clean, and safe condition.
9. Maintains appropriate computerized and manual logs and files related to warehousing/delivery operations.
10. Picks up and delivers media materials including textbooks, films, AV equipment, projectors, and VCR's to designated school sites.
11. Picks up and delivers materials, packages, and supplies to/from locations outside of the District as required.
12. Picks up and delivers food, equipment, and supplies between central kitchen, school service areas, warehouse, and frozen food storage.
13. Picks up, sorts, and delivers mail to appropriate District school sites and locations.
14. Operates a forklift, pallet jack, and other materials handling equipment as necessary.

15. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- proper inventory methods, procedures, and record keeping;
- proper warehousing and storage methods and procedures to include proper food storage procedures;
- safety precautions and standards associated with warehousing operations and related equipment.

Ability to:

- understand and follow both oral and written instructions in an independent manner;
- perform simple mathematical computations with speed and accuracy;
- read and write at a level necessary for successful performance of required duties;
- meet the physical requirements necessary to successfully perform required duties;
- operate a District delivery vehicle and a variety of machines and equipment including a forklift and hand trucks in a safe and effective manner;
- maintain accurate supply and inventory records and prepare routine reports;
- communicate effectively in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Possession of:

- a valid and appropriate California Driver's License.

TYPICAL WORKING CONDITIONS AND ENVIRONMENT:

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects.
2. Work both inside and outside in a variety of temperatures and weather conditions.

Approved by Board of Education on 2-23-99