

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of an assigned director, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, equipment, mail and parcels, equipment and food; drive a District vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment, mail and parcels, materials and food; ensure supplies, equipment, mail and parcels, materials and food are delivered in a timely manner.

Drive a District vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; monitor and report service and safety checks on assigned District vehicle.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.

Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; ensure food shipments are not spoiled or damaged.

Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

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

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

Assemble and organize equipment and supplies at delivery sites as directed; ensure proper operation of equipment as assigned.

Maintain warehouse in a clean, orderly and safe condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Proper loading and unloading of trucks.
Shipping and receiving procedures.
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
Proper methods of storing equipment, materials and supplies.
Operation of a computer and assigned software.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.

ABILITY TO:

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
Drive a District vehicle to various locations along assigned routes to deliver goods.
Operate a forklift and other warehouse equipment.
Utilize space efficiently and effectively.
Meet schedules and time lines.
Assist in maintaining inventory.
Maintain and prepare routine records and reports.
Operate a computer and assigned software.
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.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or its equivalent and one-year experience receiving, storing and delivering supplies in a warehouse environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and an acceptable driving record to qualify for insurability by the District's insurance carrier.
Valid Forklift Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a District vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

Hearing and speaking to exchange information.

Ability to see 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.

Working at heights.

Traffic hazards.