

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LEAD WAREHOUSE WORKER/DELIVERY DRIVER

DEFINITION:

Under the direction of the Supervisor-Warehouse, lead and participate in a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, equipment and testing materials; drive a vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and participate in a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment and testing materials; assure supplies, equipment, testing materials and food are delivered in a timely manner.
- Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.
- Oversee the reception, unloading and inspection of 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.
- Train and provide work direction to assigned staff.
- Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.
- Shelf and store items received in the appropriate section of the warehouse.
- 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.
- Coordinate receipt and distribution of textbooks, testing materials and other instructional materials.
- 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; assure proper operation of equipment as assigned.
- Maintain warehouse in a clean, orderly and safe condition.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years warehouse experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

- Valid Forklift Certification.

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.
- Principles of training and providing work direction to others.
- 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:

- Lead and participate in a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
- Drive a 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.
- 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.
- Add, subtract, multiply and divide quickly and accurately.
- Train and provide work direction to assigned staff.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Working at heights.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/7/02

Unit Approved: 5/10/02

Board Approved: 5/28/02

FLSA Status: Non Exempt