

CENTRAL SCHOOL DISTRICT

Job Title: Warehouse Delivery Worker

Occupational Group: Purchasing
& Warehouse

Reports to: Director of Purchasing & Food Service

Pay Range: 22

Date of Board Approval: 7/18/2021

Work Year: 217 Days

DEFINITION

Under the supervision of Director of Purchasing & Food Service perform manual and clerical functions relating to receiving, inspecting, storing and distributing of supplies, equipment, and district mail; perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent
- Valid California Drivers License and safe driving record.
- Insurability by the District's liability insurance carrier.
- San Bernardino County Certified Food Workers Card
- Certified Forklift Operator within 6 months of employment
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Desired Experience:

- Experience in distribution operation, including storing and issuing stock and driving a private or commercial delivery vehicle.

Knowledge and Abilities:

Knowledge of:

Current traffic and safety laws; applicable health and safety regulation; proper safety, security, and sanitation practices and procedures; appropriate methods of handling, packaging, and shipping packages; suitable methods of storing equipment, materials and supplies; record keeping techniques; operation and routine maintenance of motor vehicle; proper lifting techniques; basic computer operations.

Ability to:

Communicate effectively with district employees and public; operate a delivery vehicle and related warehouse equipment safely; perform manual work of lifting and moving equipment, material and supplies; meet schedules and timelines; assist in the maintenance of records and prepare reports; understand and follow out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; read, interpret and follow rules, regulations, policies and procedures; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice; make mathematical calculation quickly and accurately.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Drive a district vehicle on a regular delivery route to various schools, offices, and warehouse. **E**
2. Pick up and deliver district and jet mail according to schedule. **E**
3. Load, unload and distribute warehouse supplies and equipment. **E**
4. Operate fork lift and delivery vehicle. **E**

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

5. Collect and store surplus equipment. E
6. Conduct annual inventory of stores and fixed assets. E
7. Maintain delivery vehicle service records. E
8. Pick up donated and surplus equipment for sale of property. E
9. Arrange, label, store and issue supplies.
10. Maintain records and stock inventory.
11. Receive, inspect-and file warehouse orders.
12. Maintain warehouse in clean and orderly condition.
13. Maintain textbook inventory.
14. Pick up and deliver technology hardware/equipment.
15. Pick up, store and maintain record of district shredding.
16. Maintain clerical records for ink and toner cartridges.
17. Perform other warehouse/delivery related duties as assigned.

WORKING CONDITIONS

Employee may perform duties at various district site locations, requiring heavy lifting, bending, carrying, pushing and pulling of objects; indoor and outdoor environment, and inclement weather; potential hazards of anti-social behavior; and blood borne pathogens exposure.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.