

Warehouse Worker/Delivery Driver

Purpose Statement

The job of Warehouse Worker/Delivery Driver is done for the purpose of providing support to the educational process with specific responsibilities for receiving and storing supplies and equipment purchased by the District; ensuring specifications, quantity and quality of orders are correct; maintaining and inspecting required inventory levels in the warehouse; verifying stock and identifying losses; maintaining a clean, safe and organized warehouse layout; transporting orders over designated routes; picking up and delivering mail, supplies, furniture and food; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Assigned Supervisor

Essential Functions

- Prepares and participates in the shipping, receiving, organizing, storing and issuing of District goods for the purpose of assuring items are prepared for delivery and delivered in a timely manner.
- Assists in the receipt, storage and transport of the supplies and equipment between school sites and departments throughout the District for the purpose of ensuring the smooth operation of District facilities.
- Assists in various warehouse inventory duties for the purpose of ensuring the accuracy of ordering and delivery, verifying stock, identifying losses, and meeting the warehouse needs of the District.
- Drives delivery vehicles over predetermined routes for the purpose of making proper pick-up and deliveries to various city mail stops, District schools, departments and other locations as assigned.
- Inspects incoming goods/stock with tracking labels for the purpose of ensuring the conformity of purchase orders/packing lists and reports shortages, damages, and other discrepancies.
- Loads and unloads delivery vehicles and stores incoming District goods for the purpose of receiving stock and/or filling orders for transport to designated locations.
- Operates delivery vehicles in a safe manner for the purpose of ensuring safe loading, unloading and transporting mail, District property and goods.
- Participates in the research of discrepancies on orders and/or invoices for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Picks up and delivers a variety of items for the purpose of distributing items between schools, District office and from assigned locations.
- Prepares letters, packages, etc. for the purpose of ensuring items are packaged properly in accordance with shipping regulations.
- Processes and maintains a variety of manual and electronic documents, files and records relating to central warehouse inventory, receipt and delivery for the purpose of documenting and disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring that specifications, quantity and quality of orders are correct.
- Responds to inquiries from District staff, city employees, USPS, UPS and/or FedEx for the purpose of providing information and/or direction.

Other Functions

- Performs reasonably related job functions as may be required for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use; basic vehicle maintenance; safety practices and procedures; and usage of Package Tracking System.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; read, write and communicate clearly in English; working independently with little direction; and operating a delivery vehicle, warehouse equipment and tools.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent. Forklift certificate is preferred.

Required Testing

None Required

Certificates and Licenses

Forklift Certificate
Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
DMV H6 with application materials
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 4

Revised Date