

STOREKEEPER/DELIVERY DRIVER

DEFINITION

Under general supervision, to perform a variety of duties related to receiving, inspecting, processing, and storing materials, supplies and equipment; to load, unload and drive a delivery vehicle to pick up and deliver supplies, material, equipment, U.S. and intra-District mail; may pick up and deliver cash and bank deposits.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in receiving, processing, and storing warehouse supplies, material, and equipment.
2. Unpacks and inspects deliveries for damages; compares items and quantities received against purchase orders and packing slips.
3. Completes forms on damages and shipping discrepancies; distributes and files shipping and receiving records; takes orders from school sites for supplies and delivers to District office.
4. Drives a delivery vehicle on an established route meeting required timelines; loads and unloads the delivery vehicle at specified locations.
5. Operates a variety of warehouse equipment including forklift, pallet jack, and hand truck.
6. Assists in taking periodic inventories; sorts, shelves, arranges, stores, and orders supplies and equipment.
7. Checks fluid levels in delivery vehicle and adds fuel, oil, and water as necessary; cleans and washes delivery vehicle.
8. Inspects warehouse equipment, maintaining fluid levels and charging batteries when necessary.
9. Assists in maintaining the warehouse in a clean and orderly condition.
10. Performs other related duties as required.
11. May be assigned to the following functions:

Warehouse:

12. Boxes, wraps, and packages items for shipping and delivery.
13. Maintains records of outgoing shipments; receives and delivers bulky items such as paint, lumber, and furniture.
14. Pulls items from stock to fill warehouse orders.
15. Sorts mail for delivery to school and departments.
16. Transports U.S. mail to post office.
17. Inscribes fixed asset items with identifying codes; enters item and code information into an automated inventory system.

Food Services:

18. Drives a refrigerated delivery vehicle; delivers food and supplies to school sites while maintaining appropriate food temperatures.
19. Restocks shelves and rotates food and supplies in freezers, refrigerators and the warehouse.
20. Transports daily cash receipts from school sites to District offices.

Instructional Media Center:

21. Receives and processes library books, textbooks and instructional media.

Technology and Information Services:

22. Input data and maintain inventory database
23. May provide assistance to technology support staff on computer set ups.

QUALIFICATIONS

Knowledge of:

Basic methods of receiving, storing and shipping packages, supplies and equipment; simple record-keeping; safe working and vehicle operation practices.

Ability to:

Safely operate, load, and unload a delivery vehicle; learn the geography of the District and school locations; operate warehouse equipment skillfully and safely; perform routine clerical tasks and maintain simple records; perform data entry; perform heavy manual labor; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: One year of experience to demonstrate the knowledge and abilities listed above.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a warehouse or field setting, with travel from site to site; may be exposed to cold storage environment.

Physical: Primary functions require sufficient physical ability and mobility to work in a warehouse setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.