

**DELIVERY DRIVER/WAREHOUSE WORKER**

<b>JOB SUMMARY</b>	Under direction of an assigned supervisor, receive, load, unload, open, stack, and deliver food, supplies, furniture, equipment, textbooks, and other material to district sites.
<b>TYPICAL DUTIES</b>	Receive materials, equipment and supplies. Operate district vehicles, to distribute to various sites throughout the district. Process and fill requests for warehouse stock pick ups and deliver as required. Pick up and deliver bank deposits, intra-district mail/films, Governing Board and Personnel Commission agendas, and U.S. mail. Load and unload foodstuffs, equipment, textbooks, supplies, and furniture. Transport food supplies under controlled temperatures. Assist in receiving stock by checking against purchase order; marking stock, and storing in the proper place. Utilize warehouse equipment such as forklift, aisle stacker, conveyor belt, and pallet jacks. Pull and package items to fill orders and to deliver. Assist in annual warehouse inventory. Maintain trucks and clean warehouse area. Maintain computerized inventory records, purchase order/receiving document/delivery order, money logs, and mileage records. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and one year of delivery or warehouse experience. Must obtain a Forklift Operator's Certificate within the probationary period (first six months).
<b>Knowledge of:</b>	Safe and efficient procedures for truck loading/deliveries. Basic warehousing procedures, including proper methods of storing and recording merchandise. Record keeping techniques. Operation of warehouse equipment, including forklift and hand truck. Operation of delivery truck and defensive driving techniques. Proper methods of stacking, storing, retrieving, lifting, and loading heavy materials and supplies, including food items. Preventive techniques for warehouse equipment.
<b>Ability to:</b>	Work with a minimum of supervision. Perform moderate to heavy physical labor in the moving of equipment, materials, and supplies. Accurately receive, stock and retrieve supplies, furniture, food, books, and other material. Drive a delivery truck and operate warehousing equipment such as a fork lift, aisle stacker and conveyor belt. Understand and follow written and oral directions. Work cooperatively with those contacted in the course of your work. Meet rigorous time lines. Perform basic mathematical computations.
<b>LICENSES AND OTHER REQUIREMENTS</b>	Must possess a valid California driver's license and maintain qualification for automobile insurance coverage. A current Department of Motor Vehicles driving record of traffic and accident involvement (H6 report) must be submitted at time of application and updated annually.

**PHYSICAL ABILITY**

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. While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a physical examination and drug screen.

**WORKING  
CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works near moving mechanical parts, and motorized equipment to load/unload or move materials. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud. Employee drives a vehicle to conduct work.