



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>DELIVERY DRIVER/WAREHOUSE WORKER</u></b>			
<b>DEPARTMENT/SITE:</b>	Logistics Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	21 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Warehouse Supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Drive a vehicle to various District locations to pick up, deliver, and distribute food, supplies, furniture, equipment, textbooks, media, mail, materials, and other items; load, unload, issue, and assist in receiving, inspecting, and storing warehouse stock. The incumbents in this classification assist in providing students with supplies and materials which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Drive a vehicle to various District locations along assigned routes to pick up, deliver, and distribute food, supplies, furniture, equipment, textbooks, media, documents, mail, materials, and other items; ensure proper and timely pick-up and distribution of supplies, materials, and equipment.

Load, unload, collect, and distribute materials, supplies, and equipment; prepare, sort, pack, and organize outgoing deliveries and collected materials; ensure materials and equipment are secure during transportation.

Assist in receiving, sorting, opening, and inspecting shipments for damage and conformity to purchase order specifications and packing slips as required; accept and distribute packages received from e-procurement; review shipments for accuracy; identify and resolve discrepancies; stack, shelve, and store items in appropriate sections of warehouse.

Place food items in and retrieve goods from racks, refrigerators, or freezers as assigned; ensure proper temperature of food items; rotate perishable and nonperishable inventory as needed; pick up empty supply carts.

Pick up and distribute mail, deposits, and packages according to established procedures; process and sort inter-District mail; prepare, process, meter, and affix postage to outgoing mail from various District locations; travel to the post office to drop off outgoing mail as required.

Receive, process, and respond to requests and requisitions for warehouse stock; pull and redistribute stock in response to requisitions as required; arrange deliveries and pick-ups with school site and other District personnel as needed.

Maintain various records, logs, and files related to deliveries, inventory, purchase orders, receivers, deposits, and assigned duties; input and update related information in an assigned computer system as directed.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, delivery vehicle, aisle stacker, and postage meter; operate modern office equipment, including a computer and assigned software as required.

Inspect delivery vehicle to ensure proper operating condition; refer maintenance, servicing, and repair needs to appropriate personnel.

Maintain warehouse, delivery vehicle, and other assigned areas in a clean, orderly, and safe condition.

Communicate with District personnel, outside agencies, and others to exchange information.

Assist in conducting regular and periodic inventories as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, and procedures used in warehouse operations and the pick-up and delivery of materials.

Traffic laws, defensive driving techniques, appropriate parking procedures for loading and unloading, and rules of the road.

Proper loading and unloading of trucks.

Basic methods, practices, and terminology used in warehouse operations.

Operation of a forklift, pallet jack, and other warehouse equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Health and safety regulations.

Record-keeping techniques.

Mathematical calculations.

**ABILITY TO:**

Drive a vehicle to various District locations to pick up, deliver, and distribute food, supplies, furniture, equipment, textbooks, media, mail, materials, and other items.

Load, unload, collect, and distribute materials and equipment.

Prepare, sort, pack, organize, and verify accuracy of outgoing deliveries and collected materials.

Assist in receiving, inspecting, and storing warehouse stock.

Observe health and safety regulations.

Meet schedules and timelines.

Operate a forklift, pallet jack, and other warehouse equipment.

Observe legal and defensive driving practices.

Work independently with little direction.

Maintain various records related to work performed.

Perform mathematical calculations with speed and accuracy.

Learn designated routes and pick-up and delivery locations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year of warehouse, delivery, or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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.

Valid Forklift Certification (must obtain within probationary period - first 6 months).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment with exposure to various weather conditions.

Entering and exiting of refrigerated units as well as freezers.

Driving a District vehicle to conduct work.

Regular exposure to fumes, dust, and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate 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.

Regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.

Reaching overhead, above the shoulders, and horizontally.

Bending at the waist, kneeling, and crouching.

Heavy physical labor.

Walking.

**HAZARDS:**

Working around and with hazardous materials and/or machinery having moving parts.

Potential slip and fall hazards in freezer.

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 8/94; 8/98; 8/06;

Rev. 10/10 (Ewing)

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24