

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DELIVERY DRIVER/WAREHOUSE WORKER**

**BASIC FUNCTION:**

Under the direction of the Warehouse Supervisor, 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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; assure 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; assure 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; review shipments for accuracy; identify and resolve discrepancies; stack, shelve and store items in appropriate section of warehouse.

Place food items in and retrieve goods from racks, refrigerators or freezers as assigned; assure 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 a computer and assigned software as required.

Inspect delivery vehicle to assure 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**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 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.

Mathematic 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 time lines.

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.

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 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.

Driving a 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.

Traffic hazards.