

Oak Grove School District

JOB TITLE: DELIVERY SPECIALIST I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, store, maintain, and deliver school and district stock, equipment, supplies, materials and furniture and/or foodstuffs and supplies. Employees in this classification receive general supervision from Purchasing/Warehouse/Publications (PWP) Supervisor and/or the Food Service Management Team and within a framework of standard policies and procedures. This job class exercises responsibility for the effective receipt, storage, and delivery of school and district equipment, supplies materials, furniture, and/or food stuffs and items.

TYPICAL DUTIES

- Receives materials, furniture, equipment, supplies, and/or food items to deliver to school sites
- Shelves and stores incoming supplies and equipment as needed
- Lifts and moves these materials by hand, hand truck, fork lift or truck to proper location
- Moves equipment, supplies, furniture, materials, and/or foodstuffs and items from one location to another
- Loads and unloads delivery trucks and vehicles
- Wraps and packs goods for shipping
- Makes deliveries and pick-ups as assigned
- Delivers supplies, furniture, stock, equipment, materials, intra-district mail and foodstuffs to district sites and facilities
- Operates hand trucks and fork lifts in moving supplies, furniture, stock, materials, intra-district mail, foodstuffs, and equipment to district sites and facilities
- Maintains delivery vehicles in a clean and safe manner
- Assists in the maintenance and upkeep of food service delivery records
- Performs miscellaneous kitchen assistance within the District as assigned by the Food Service Director or Manager
- Cleans and maintains warehouse
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid Class C California Driver's License
- Knowledge of the proper method and techniques for receiving and storing supplies, equipment, foodstuffs, and other materials

DELIVERY SPECIALIST I
MINIMUM QUALIFICATIONS (cont'd)

- Knowledge of safety rules and precautions used in warehousing, lifting, and carrying, etc.
- Skill to operate motor vehicle safely and responsibly
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Skill to understand and follow both oral and written instructions
- Skill to safely operate a variety of warehouse tools and equipment
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Abilities to walk for prolonged periods and, drive for extended periods
- Ability to read maps and schedules and adhere to route schedules
- Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing ordinary conversations, near/far visual acuity/depth perception/visual accommodation/field of vision