LOMPOC UNIFIED SCHOOL DISTRICT
WAREHOUSE WORKER / DELIVERY DRIVER

PURPOSE STATEMENT:

Under the direction of Manager of Purchasing and Stores, provide support to the warehousing operations with specific responsibilities and oversight for maintaining required inventory levels; ensuring specifications, quantity and quality of order are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; receive, store, distribute and pick up a variety of District mail, US Mail, supplies, materials, textbooks, furniture, ensuring that assignments are completed in a safe, proper and timely manner and/or are assigned to designated staff.

ESSENTIAL FUNCTIONS:

Cleans warehouse for the purpose of maintaining a safe and sanitary work area.

Conducts physical inventories for the purpose of verifying stock and identifying losses.

Maintains a variety of files and records (e.g. requisitions, log of items in stock, purchasing paperwork) for the purpose of documenting activities and providing reliable resource information.

Operates a delivery vehicle on a scheduled route for the purpose of delivering and picking up mail, supplies, and materials to and from LUSD facilities, the District warehouse, and other locations.

Prepares orders by pulling from stock for the purpose of meeting delivery requirements.

Processes report requests, documents, deliveries and/or materials (e.g. annual inventory discrepancy report) for the purpose of disseminating information and/or materials to appropriate parties.

Receives stock, textbooks, and nonstick items (e.g. UPS, freight shipments) for the purpose of ensuring specifications, quantity and quality of orders are correct and documenting all receipts.

Reports discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.

Responds to inquiries from Purchasing staff for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.

Stocks inventory on shelves or pallets for the purpose of maintaining a safe, efficient, and organized warehouse.

Supervises the Hazard Container for the purpose of maintaining security and verifying the contents are being disposed of in the container.

Supports personnel as assigned for the purpose of maximizing the efficiency of the work force meeting and shift requirements.

Other Functions
Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Basic methods, practices and terminology used in warehouse operations.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Proper loading and unloading of trucks.

Warehouse Worker-Delivery Driver
Shipping and receiving procedures.
Operation of equipment used in the receipt, storage and shipping of supplies and equipment.
Proper methods of storing equipment, materials and supplies.
Operation of a computer and assigned software.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.

ABILITY TO:
Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
Drive a vehicle to various locations along assigned routes to deliver goods.
Operate a forklift and other warehouse equipment.
Utilize space efficiently and effectively.
Meet schedules and time lines.
Assist in maintaining inventory.
Maintain and prepare routine records and reports.
Operate a computer and assigned software.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years experience receiving, storing, and delivering supplies and supervision of staff.

LICENSE AND OTHER REQUIREMENTS:
Valid California Class C driver’s license with acceptable driving record and evidence of insurability.
Forklift certificate.
TB Clearance.
Criminal Justice Fingerprint/Background Clearance.

WORKING CONDITIONS:

ENVIRONMENT:
Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and 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.
Walking.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor
Generally this job requires 40% sitting, 30% walking, and 30% standing.
HAZARDS:
Working around and with machinery having moving parts.
Working at heights.
Traffic hazards.

FLSA Status: Non-Exempt
Approval Date: 11/19/2009
Personnel Commission First Reading: 6/18/18
Personnel Commission Approval: 8/16/18
Salary Range: Classified 37 (Reviewed 10/10/17)