



## Classification Specification

### DELIVERY DRIVER/WAREHOUSE WORKER

<b>Department:</b>	Food Service or Warehouse/Purchasing
<b>Reports To:</b>	Director of Food Service or Director of Purchasing
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2013, 2020

#### **General Description:**

Participate in a variety of activities related to delivering mail, supplies, books, equipment, and food service distribution functions; drive a vehicle to various locations along assigned routes to deliver and receive goods; prepare and maintain related records and reports; perform a variety of activities related to the receiving, storing, issuing, and delivering of mail, supplies, books, equipment, confidential files or food and related cafeteria supplies.

#### **Essential Duties and Responsibilities:**

- Perform a variety of activities related to the receiving, storing, issuing and delivering of mail, supplies, books, equipment or food and related cafeteria supplies; assure supplies, equipment, materials and food are delivered in a timely manner; assure proper temperature of food items.
- Drive a vehicle to various locations along assigned routes to pick up and deliver mail, supplies, books, equipment, or food and related cafeteria supplies; distribute supplies and food items to appropriate personnel; inspect shipments to assure compliance with school site specifications.
- Load and unload shipments of food items and supplies such as hot and cold carts and frozen canned and dry goods; fill and process daily food service orders.
- Operate a variety of standard warehouse and delivery equipment, including food carts, forklifts, pallet jacks, hand trucks, two-way radios, and dollies.
- Perform minor repairs to vending machines; ensure vending machines are stocked appropriately; pick up money and make regular deposits.
- Shelf and store items received in the warehouse.
- Assist in warehouse periodic inventory activities as required.
- Inspect products and report shortages, damages and discrepancies as required.
- Prepare orders for delivery and pick up items from other locations as needed.
- Maintain warehouse and storage facilities in a safe, orderly condition.

- Communicate with personnel and outside agencies to exchange information, coordinate activities, and resolve issues or concerns related to purchase orders, deliveries, discrepancies, and inventory.
- Inspect shipments against packing slips and purchase orders; report damage, shortage, or discrepancies.
- Pick up and collected monies and make deposits according to established procedures as required.
- Prepare and maintain a variety of records and reports related to purchase orders, inventory, deliveries and assigned activities.
- Maintain cleanliness of vehicles; run safety checks on assigned vehicle.
- Operate a computer and assigned software.
- Operate a postage machine, as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Working knowledge of policies, procedures, and practices used in receipt and storage of supplies, equipment, and/or food products.
- Methods, practices, procedures, and terminology used in warehouse, distribution, and delivery operations.
- Traffic laws, defensive driving techniques, and rules of the road.
- Working knowledge of purchase requisitions, invoices, and inventory methods.
- Proper loading and unloading of trucks.
- Operation of a truck, forklift, pallet jack, dolly, hand truck, and other warehouse equipment.
- Sanitation and safety practices related to handling and transporting food.
- Basic math calculations.
- Bulk mail processes.
- Basic computer skills as needed to maintain records.
- Oral and written communication skills.
- Proper lifting techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Participate in a variety of delivery service distribution functions.
- Drive a vehicle to various locations to pick up and deliver supplies and food items.
- Assist in filling and processing daily food service orders.
- Follow and assure compliance with health and sanitation requirements.
- Assure proper temperature of food items.
- Operate a forklift and other warehouse equipment.
- Lift and carry a variety of supplies and equipment.
- Perform repetitive work according to set procedures.
- Work independently and follow through on assignments with minimal direction and supervision.
- Follow established routines and meet schedules and timelines.
- Provide minor repairs to vending machines and other assigned equipment.
- Maintain and prepare routine records and reports.

Delivery Driver/Warehouse Worker

- 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:** High school graduation or equivalent GED.

**Experience:** One (1) year of work experience in receiving, storing, and delivering supplies in a warehouse or operations environment.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Successful passage of the forklift certification test within six (6) months of employment.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor/warehouse/kitchen work environment.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

**Physical Demands:** 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. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk around for extended period of time.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Bend, twist, stoop, or kneel.
- Push, pull, and grasp tools.
- Lift objects up to 100 lbs. in weight.
- Carry objects up to 50 lbs. in weight.
- Reach in all directions.
- Frequently required to see for the purpose driving and ensuring safety.

**Hazards:**

- Regular exposure to fumes, dust, and odors.
- Working around and with machinery having moving parts.
- Working at heights.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.