

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Distribution Driver
Pay Table:	Support
Pay Grade:	9
FLSA Status:	Non-Exempt
Job Code:	751
Reports to:	Warehouse Manager

JOB SUMMARY

Under the general supervision of a Warehouse Manager, Assistant Manager, or lead, the Distribution Driver assists with the maintenance and operations of warehouse, pulls orders, and delivers supplies and equipment.

ESSENTIAL JOB FUNCTIONS

- Pulls customer orders from work orders/tickets.
- Inspects orders to assure quality and verifies for accuracy.
- Completes bills of lading, pick tickets, and other paperwork.
- Uses computer to create delivery run paperwork and files paperwork in appropriate route.
- Counts containers and arranges them for delivery.
- Loads the delivery truck according to delivery route sequence and secures the load.
- Performs pre-trip safety inspection of the delivery truck (lights, brakes, instruments, refrigeration units, liftgates etc.) and reports any malfunctioning or damaged equipment.
- Coordinates necessary service and repair of assigned vehicle with the Transportation shop.
- Refuels at fueling station as necessary.
- Delivers supplies to schools, unloading and shelving them in their proper locations. Has responsibility for safety of students while delivering (Involves driving through school yards, backing through playgrounds, etc.).
- Coordinates with building managers, kitchen managers, and office managers on deliveries, pickups, discrepancies, and transfers.
- Picks up excess supplies and salvage from the schools and restocks them in the warehouse.
- Makes special deliveries and pickups--hauling steel to be recycled, hauling old pallets to the landfill, picking up frozen food from cold storage, picking up I.R.S. donations, etc.
- Maintains daily driver's log when making deliveries.

- Uses computer to program, adjust/edit, complete and print warehouse tickets.
- Uses computer to enter delivery data on completed delivery runs and transfers.
- Cleans and services delivery vehicles.
- Receives deliveries from vendors, checking for damage, shortages, overages, or wrong items. Pulls paperwork to verify that items delivered are correct as per the purchase order. Works with buying agent to resolve disputes before product is marked as "received" in the system.
- Uses Encore to check stock levels, order quantities, and unit of issue on warehouse items.
- Stocks goods on shelves or pallets (using the computer to find the correct location).
- Rotates supplies, removes damaged products, and relocates shelves.
- Operates forklift and/or pallet jacks, unloading shipments and moving warehouse supplies and equipment.
- Assists with inventories.
- Uses credit card to make purchases, uploads receipts, and initiates financial transfer to proper account.
- Collects and sorts mail.
- Prepares U.P.S. and other shipments.
- Assists with housekeeping in assigned areas (sweeping, emptying garbage, etc.).
- Performs daily inspection and completes related paperwork on forklifts, electric pallet jacks, and riding pallet jacks. Performs basic maintenance as needed.
- Opens and secures work areas.
- Closes and secures warehouse at end of shift.
- May assist with the ordering of supplies and parts.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Commercial Driver's License (Class B). (May be obtained after hiring.)
- Forklift certification (May be obtained after hiring.)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to operate bobtail truck.
- Ability to operate forklift.
- Ability to operate computer and small office equipment.
- Ability to use or repair medium and heavy equipment and machinery.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

The Davis School District has the right to revise this position description at any time.