

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: DELIVERY DRIVER/WAREHOUSE ASSISTANT

BASIC FUNCTION:

Under the direction of an administrator, deliver supplies to District sites and to other locations inside and outside the District; receive, distribute, store, and ship supplies, mail, and equipment.

REPRESENTATIVE DUTIES:

1. Load lunches, food, mail, equipment, and/or supplies into District vehicle and deliver to schools daily according to a prescribed schedule and route.
2. Assist in receiving foodstuffs, materials, equipment, and supplies delivered on purchase orders; inspect shipments for conformity to purchase order specifications, noting and reporting discrepancies.
3. Store foodstuffs, materials, equipment, and supplies in warehouse; stock storeroom, freezer and cold storage; distribute and arrange for the distribution of stock and materials according to instructions.
4. Assist staff; pack, prepare and load goods for delivery; maintain shelves and goods in a clean and orderly condition; rotate and date stock; assist in inventory.
5. Operate a two-ton or smaller vehicle in delivering and returning goods, mail, and equipment to throughout the District and to other locations.
6. Pick up, transport, deliver or deposit cash, checks, and confidential materials.
7. Clean and wash delivery trucks; check safety devices on vehicles such as brakes, horn, tires, lights, warning bells, windshield wipers; inspect levels of engine water, motor oil, and fuel as directed.
8. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Traffic laws as they apply to operation of trucks
Preventative maintenance of automotive vehicles
Basic math
Proper methods of packing and storing materials

ABILITY TO:

Load, unload, and carry heavy objects
Operate a truck skillfully and safely
Verify quantities for accurate count
Learn and remember locations and routes
Learn and perform sanitation and safety practices related to food service
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Work cooperatively with others
Work independently with little direction
Lift objects weighing up to 100 pounds
Meet schedules and time lines
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year experience in truck or bus driving or delivery work and a satisfactory driving record.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Load, unload, drive and perform minor maintenance on a District vehicle; subject to traffic and weather conditions; indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with district staff, site administrators, and the general public; work independently with little direction.

SALARY RANGE: 63

ADOPTED BY PERSONNEL COMMISSION: September 14, 2022
APPROVED BY BOARD OF EDUCATION: October 11, 2022