

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Warehouse Worker/Delivery Driver	Reports to:	Program Administrator/Supervisor
Job Category:	Graphics/Warehouse	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	19
Job Description Revised:	11/10/2022 Range Change	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the assigned Program Administrator/Supervisor, maintain and monitor District inventory supply levels, including the shipping, receiving, storing and issuing of goods, equipment, testing materials, and food; ensure accuracy and inspect shipments for damage and conformity to purchase order specifications; verify stock and identify losses; maintain and organize warehouse layout; drive a vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports.

ESSENTIAL FUNCTIONS:

- Perform a variety of duties related to the receiving, storing, shipping and issuing of goods, supplies, equipment and food; ensure supplies, equipment and food are delivered in a timely manner.
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file, and submit receipts for delivered goods; review shipments for accuracy; identify and communicate delivery discrepancies regarding shortages, damaged goods or other variances; submit claim forms for damaged or lost items.
- Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.
- Fill, process and store requisitions; pull and deliver item or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.
- Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies.
- Operate a variety of office equipment including a calculator, copier, computer, and assigned software.
- Conduct inventories of warehouse supplies; stock equipment and supplies as required.
- Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; ensure food shipments are not spoiled or damaged.
- Coordinate receipt and distribution of textbooks, testing materials, and other instructional materials as assigned; transfer library textbooks as needed.
- Maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; maintain established tracking and filing system; process report requests, documents, mail, deliveries, and materials.
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies, and inventory.
- Maintain warehouse in a clean, orderly and safe condition.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic methods, practices and terminology used in warehouse operations, including warehouse procedures and methods.
- Stock identification and rotation.
- Applicable warehouse equipment.
- Cold storage food handling.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper loading and unloading of delivery trucks.
- Shipping and receiving procedures.
- Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
- Proper methods of storing equipment, materials and supplies.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Proper lifting techniques.
- Basic inventory techniques.
- Health, safety practices, procedures and regulations.
- Traffic laws, defensive driving techniques and rules of the road.

Ability to:

- Perform a variety of duties related to the shipping, receiving, storing, and issuing of assigned goods.
- Operate equipment used in warehouse operations.
- Operate standard office equipment including computers and pertinent software applications.
- Schedule activities.
- Collate data.
- Drive a vehicle to various locations along assigned routes to deliver goods.
- Operate a forklift and other warehouse equipment.
- Utilize warehouse space efficiently and effectively.
- Meet schedules and timelines.
- Set priorities.
- Maintain appropriate inventory of materials and supplies.
- Maintain and prepare routine records and reports.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Observe health and safety regulations.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

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

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.
- Valid Forklift Certificate.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Warehouse environment. Driving a vehicle to conduct work. Regular exposure to fumes, dust and odors. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

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.

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Requires 5% sitting, 25% walking, and 70% standing.

Hazards:

- Working with and around machinery with moving parts.
- Working at heights.
- Traffic hazards.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.