



# LOMPOC UNIFIED SCHOOL DISTRICT

## WAREHOUSE WORKER / DELIVERY DRIVER

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### **JOB SUMMARY:**

Under the direction of the 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 orders 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 DUTIES AND RESPONSIBILITIES:**

- 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 workforce meeting and shift requirements.

### **OTHER DUTIES:**

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

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

Child Nutrition Services Worker-Site Lead

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

#### Licenses 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.

#### 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.
- 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 timelines.
- 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.

#### **WORKING CONDITIONS:**

Child Nutrition Services Worker-Site Lead

Work 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.

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.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 37