

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Warehouse and/or an assigned supervisor, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including food, supplies, equipment and educational materials; drive a vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to the shipping, receiving, storing and issuing of goods including food, supplies, equipment and educational materials; receive and deliver food to various school sites on a daily basis.

Drive a District vehicle to various locations along assigned routes to deliver goods; assure compliance with established time lines and delivery schedules; determine effective delivery routes and prioritize the order of deliveries at assigned sites.

Shelve and store dry, refrigerated and frozen food 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; assure food shipments are not spoiled or damaged.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities.

Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; drive a District vehicle to conduct work; operate a variety of office equipment including a phone, scanner, computer and assigned software.

Maintain inventories as assigned; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

Communicate with personnel, various departments including Nutrition Services and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies, inventory and assigned functions.

Transport equipment and materials as assigned between various District sites; pick up and remove obsolete equipment from various sites as assigned.

Maintain warehouse in a clean, orderly and safe condition; maintain warehouse equipment according to established procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.
Techniques and methods for maintaining delivery routes and schedules.
Proper loading and unloading of trucks.
Shipping and receiving procedures.
Safe driving practices and operation of delivery trucks.
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment including operation of forklifts, hand trucks and pallet jacks.
Applicable sections of the Vehicle Code pertaining to lawful driving, maximum weight and height of loads and others.
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.
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 District vehicle to various locations along assigned routes to deliver goods.
Observe legal and defensive driving practices.
Learn warehousing procedures relating to the receipt, storage and distribution of mail, food, supplies, equipment and other items.
Operate a forklift and other warehouse equipment.
Maintain and prepare routine records and reports.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Assist in maintaining inventory.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Perform basic math.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

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

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California State Class C driver's license.
Valid Forklift Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse, indoor and outdoor environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.
Cold storage facilities

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Repetitive hand or body motions for driving, receiving, delivering and picking up goods and equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting, standing or walking for extended periods of time.
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.

HAZARDS:

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