

CLASSIFIED JOB DESCRIPTION

DELIVERY DRIVER/STOREKEEPER II

JOB SUMMARY:

Under general supervision, performs skilled driving, manual tasks, clerical duties common to a warehouse and delivery operation, and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Loads and unloads food and supplies, including furniture, materials, books, and equipment.
- Transports and delivers food and supplies, including stock, furniture, mail, parcels, books, and equipment.
- Maintains trucks, including gas, oil, cleanup (cab and bed), and tires.
- Sorts United States Postal and inter/intra District mail.
- Performs related warehouse duties, including unloading and checking and shelving incoming items.
- Pulls orders from warehouse stock upon return from delivery route.
- Responsible for transportation of monies (PTAs, Student Councils, etc.) from school sites to District office.
- Responsible for paycheck delivery once a month.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Two years of recent experience in driving trucks of at least two-ton capacity while performing general delivery work; forklift driving experience; and general experience in warehouse operations.
- Ability to follow oral and written directions, to service truck, and to sort and compare names and numbers accurately and rapidly. Must be physically capable of performing manual labor tasks with very little assistance. Ability to work independently and maintain a schedule, make decisions, and get along well with others. Ability to do heavy lifting of a reasonable weight up to 100 pounds.
- Knowledge of the California Motor Vehicle Code; licensable; and knowledge of general warehousing operations and procedures.
- High school diploma or GED required.
- Possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.

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Classified Salary Schedule: Range 25

BOARD APPROVED: 7/1-96

REVISION DATES: 11/16/04

4/19/05

7/17/23

08/09/2023