

## SUNNYVALE SCHOOL DISTRICT

~~February 2014~~ March 2020

### **CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, receive, prepare and distribute incoming and outgoing mail, supplies, and food to various District locations; operate a District vehicle to conduct work.

#### **ESSENTIAL DUTIES:**

Receive, prepare and distribute incoming and outgoing mail, supplies, and food to various District locations; prepare and maintain routine records related to assigned activities.

Receive warehouse stock orders, pull, wrap and load delivery trucks; load and unload delivery vehicles; verify accuracy of stock orders; store materials, supplies and equipment in a neat, orderly and efficient manner.

Pull food and frozen food orders from warehouse; load onto appropriate trucks; deliver goods to various District schools and site kitchens; unload crates and boxes; pick up empty crates and return to the warehouse.

Receive and distribute mail, packages, and educational supplies to school sites; inspect shipments against packing slips and purchase orders; report damage, shortage or discrepancies.

Shelve and store items received in the warehouse; place food items in racks, coolers or freezers as required; utilize proper food storage rotation procedures.

Operate a District vehicle and a variety of warehouse equipment including forklifts, pallet jacks and dollies and hydraulic lift-gates.

Communicate with school and District personnel regarding the pickup and delivery of orders.

Maintain warehouse in a clean and orderly condition; maintain cleanliness of assigned District vehicle(s).

Deliver District payroll checks as assigned.

Operate a computer to code and verify requisitions, purchase orders, and related data as assigned; update computerized inventory control records as needed.

Assist in warehouse periodic inventory and cleaning activities as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**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 and machines used in the receipt, storage and shipping of supplies, materials and equipment including a computer.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Storage and rotation of perishable food.  
Basic inventory methods and practices.  
Basic computer operation.  
Health and safety regulations.  
Traffic laws, defensive driving techniques and rules of the road.  
Basic math.

**ABILITY TO:**

Perform physical and clerical duties involved in packing, storing and shipping supplies.  
Receive, store and deliver materials, mail, supplies and equipment to various locations.  
Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.  
Operate a variety of warehouse machines and equipment including a forklift.  
Utilize space efficiently and effectively.  
Participate in warehouse operations.  
Assist in maintaining inventory.  
Maintain routine records.  
Observe health and safety regulations.  
Understand and follow ~~oral~~-verbal and written instructions.  
Observe legal and defensive driving practices.  
Operate a computer ~~terminal~~.  
Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience driving light trucks in delivery work or in a warehouse environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain forklift certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.

Driving an assigned District vehicle(s) ~~a vehicle to conduct work.~~

Fumes from vehicle and equipment operation.

**PHYSICAL DEMANDS:**

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects.

Dexterity of hands and fingers to operate a computer and various warehouse equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Heavy physical labor.

Seeing to read a variety of documents.

Climbing ladders to reach supplies and equipment.

Ability to lift up to 50 pounds.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.

Working around and with machinery having moving parts.

Working at heights.

**TERMS OF**

**EMPLOYMENT:**

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.