

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Delivery Worker

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Desire one year of route deliver duties and/or experience in warehouse and inventory procedures.

Education:

High school diploma or equivalent.

Certificate/License Requirement:

Possession of a valid Class III, California Motor Vehicle Operators License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision as assigned by the Assistant Superintendent of Business and Finance, drives a light truck or other vehicle from school to school and district office to deliver supplies, equipment, mail and/or cafeteria foods. May operate a school bus to transport students on designated routes and time schedule.

SPECIFIC RESPONSIBILITIES

1. Loads, unloads and delivers supplies, equipment, instructional materials and mail to schools and district office.
2. Stocks shelves, fills requisitions and performs needed custodial duties;
3. Receives and distributes supplies.
4. Assists in maintaining inventories.
5. May transport students to and from school students and adults on field trips.
6. Performs other related duties as directed.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Vehicle operation and delivery procedures;
- correct lifting techniques.

Ability to:

- Understand and carry out oral and written instructions;

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- establish and maintain cooperative working relationships with others;
- learn routine procedures.

PHYSICAL ABILITIES

Lift up to 50 pounds. Drive a forklift.