CLASS TITLE: **WAREHOUSE ATTENDANT TRUCK DRIVER**

DEFINITION: Under general supervision, receives, inspects, issues and stores supplies and equipment purchased by the district; picks up ad delivers supplies, equipment and other items to district schools and offices; maintains assigned storage areas in a clean and orderly condition; and performs related work as required.

EXAMPLE OF DUTIES:

- Assists in unloading ad storing incoming district supplies and equipment
- Assists in the inspection of incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies
- Assists in filling requisitions and marks order for deliver
- Loads supplies and equipment onto delivery vehicles
- Operates delivery vehicles over a predetermined route in making deliveries to various District schools, offices and other established locations
- Picks up and delivers office, custodial and cafeteria supplies
- May pick up and deliver emergency items or materials and equipment requiring immediate delivery
- Assists in conduction periodic inventories of materials, supplies and equipment maintained in the central warehousing facilities
- Assists in keeping shelves and other storage spaces in a clean and orderly condition and maintains cleanliness throughout central warehousing facilities
- Assists in maintaining various records relating to the receipt and delivery of supplies and equipment received, issued and delivered through the district's central warehousing facilities

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to one year of experience in receiving, storing and delivering supplies and equipment

Knowledge of:

- Warehousing procedures and methods associated with the receipt, storage issuance and delivery of various supplies and equipment
- Vehicle Code and the operation of mother vehicles

Skills in:

- Performing a variety of general warehousing duties related to receiving, issuing and storing school supplies and equipment
- Picking and delivering a variety of supplies, materials and equipment
- Understanding and carrying out oral and written instructions

Ability to:

- Establish and maintain effective working relationships with others

Licenses and Certificates:

- A valid California Driver's License