

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

**CLASS TITLE:** DELIVERY DRIVER/WAREHOUSE ASSISTANT

**BASIC FUNCTION:**

Under the direction of an administrator, deliver supplies to District sites and to other locations inside and outside the District; receive, distribute, store, and ship supplies, mail, and equipment.

**REPRESENTATIVE DUTIES:**

1. Load lunches, food, mail, equipment, and/or supplies into District vehicles and deliver to schools daily according to a prescribed schedule and route.
2. Assist in receiving foodstuffs, materials, equipment, and supplies delivered on purchase orders; inspect shipments for conformity to purchase order specifications, noting and reporting discrepancies.
3. Store foodstuffs, materials, equipment, and supplies in the warehouse; stock storeroom, freezer and cold storage; distribute and arrange for the distribution of stock and materials according to instructions.
4. Regularly monitor the temperature of refrigerated food to ensure it remains within safe ranges, and follow a scheduled plan for proper food handling and storage to prevent spoilage and maintain safety standards.
5. Assist and communicate with staff; pack, prepare and load goods for delivery; maintain shelves and goods in a clean and orderly condition; rotate and date stock; assist in inventory.
6. Operate a two-ton or smaller vehicle in delivering and returning goods, mail, and equipment throughout the District and to other locations.
7. Pick up, transport, deliver or deposit cash, checks, and confidential materials.
8. Clean, wash, and maintain delivery trucks and refrigeration trucks; check refrigeration unit and safety devices on vehicles such as brakes, horn, tires, lights, warning bells, windshield wipers; inspect levels of engine water, motor oil, and fuel as directed.
9. Perform other job-related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Traffic laws as they apply to operation of trucks  
Preventative maintenance of automotive vehicles  
Basic math  
Proper methods of packing and storing materials

Strong understanding of current health, safety, and environmental regulations, including OSHA standards and school district-specific safety protocols.

**ABILITY TO:**

- Load, unload, and carry heavy objects
- Operate a truck skillfully and safely
- Verify quantities for accurate count
- Learn and remember locations and routes
- Learn and perform sanitation and safety practices related to food service
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Lift heavy objects using proper safety techniques
- Meet schedules and timelines
- Communicate effectively both orally and in writing.
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District’s mission, vision, and priority goals.

**EDUCATION AND EXPERIENCE:**

High School Diploma, GED or certificate of completion and one year of experience in truck or bus driving or delivery work and a satisfactory driving record.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license

**WORKING CONDITIONS:**

Load, unload, drive and perform minor maintenance on a District vehicle; subject to traffic and weather conditions; indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with district staff, site administrators, and the general public; work independently with little direction. Operate a forklift and an electric pallet jack.

SALARY RANGE: 63

ADOPTED BY PERSONNEL COMMISSION: January 8, 2025  
APPROVED BY BOARD OF EDUCATION: January 14, 2025