

Sunnyvale School District
Position Title: Warehouse Worker/Delivery Driver

Work days/month: 261 days / 12 months

Salary: Range # 27 (<https://www.sesd.org/Page/719>)

Basic Functions:

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 & Responsibilities:

1. Receive, prepare, and distribute incoming and outgoing mail, supplies, and food to various District locations; prepare and maintain routine records related to assigned activities.
2. 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.
3. 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.
4. Receive and distribute mail, packages, and educational supplies to school sites; inspect shipments against packing slips and purchase orders; report damage, shortage, or discrepancies.
5. Shelf and store items received in the warehouse; place food items in racks, coolers, or freezers as required; utilize proper food storage rotation procedures.
6. Operate a District vehicle and a variety of warehouse equipment including forklifts, pallet jacks and dollies, and hydraulic lift-gates.
7. Communicate with school and District personnel regarding the pickup and delivery of orders.
8. Maintain warehouse in a clean and orderly condition; maintain cleanliness of District vehicles.
9. Ensure efficient and effective use of both truck and warehouse space during loading, storage, and transport.
10. Deliver District payroll checks as assigned.
11. Operate a computer to code and verify requisitions, purchase orders, and related data as assigned; update computerized inventory control records as needed
12. Assist in warehouse ~~periodic~~ inventory and cleaning activities as required.
13. Maintain accurate records.
14. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
15. Assure the safety of students by following health protocols and safety rules.
16. Perform other related duties as requested by the supervisor.

Knowledge:

1. Basic methods, practices, and terminology used in warehouse operations.
2. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documents.
3. Proper loading and unloading of trucks.
4. Shipping and receiving procedures.
5. Operation of equipment and machines used in the receipt, storage, and shipping of supplies, materials, and equipment including a computer.
6. Record-keeping techniques.
7. Proper lifting techniques
8. Storage and rotation of perishable food.
9. Basic inventory methods and practices.
10. Health and safety regulations.
11. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
12. Basic computer skills including email and district applications.

Abilities:

1. Operate a variety of warehouse machines and equipment including a forklift.
2. Utilize space efficiently and effectively.
3. Observe legal and defensive driving practices.
4. Communicate professionally and clearly both verbally and in writing.
5. Work cooperatively with diverse staff, students, and community.

6. Follow verbal and written instructions with minimal supervision and use good judgment.
7. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
8. Operate a variety of office equipment, such as a computer, copier, and two-way radio.

Education and Experience:

1. Any combination equivalent to: graduation from high school and one year experience driving light trucks in delivery.

Required Licenses & Certificates:

1. Valid California driver's license.
2. **Possess and maintain forklift certificate.**
3. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

1. Warehouse environment.
2. Occasional outdoor environment.
3. Driving a vehicle to conduct work.
4. Seasonal heat and cold or adverse weather conditions.
5. Subject to noise from equipment operation.
6. Potential interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

1. Sitting or standing for extended periods of time.
2. Dexterity of hands and fingers to operate a computer and various warehouse equipment.
3. Reaching overhead, above the shoulders, and horizontally.
4. Bending at the waist, kneeling and crouching.
5. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 50 pounds.
6. Heavy physical labor.
7. Visual acuity to read a variety of materials in both print and digital formats.
8. Auditory ability to exchange information.
9. Climbing ladders to reach supplies and equipment.
10. Under some circumstances, further testing may be required to determine if an applicant can perform the essential duties with or without reasonable accommodation.

3. Hazards:

1. Driving a vehicle during adverse weather conditions.
2. Working around and with machinery having moving parts.
3. Working at various heights.
4. Regular exposure to fumes, dust, dirt, oil/grease.

Terms of Employment:

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

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).