

## WAREHOUSE / DELIVERY WORKER

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing/Warehousing, and the day-to-day supervision of the Warehouse Supervisor, the job of Warehouse/Delivery Worker is done for the purpose/s of delivering mail, supplies, materials and equipment to schools, offices, warehouses and other locations; receiving, inspecting and storing equipment and supplies ordered by the District; pulling supplies from inventory to fill requisitions; assisting in the maintenance of warehouse inventory; and assisting other warehouse classifications in performing warehouse activities.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Warehouse/Delivery Worker is responsible for the day-to-day transport of items between the warehouse and District locations and sorting and delivering mail to District locations and to the post office. This class differs from the Warehouse Supervisor class which is responsible for organizing the overall operations of the supply warehouse and for providing day-to-day direction of warehouse personnel and from the Warehouse/Stores Worker which is responsible for maintaining required inventory levels and day-to-day warehouse activities.

### ESSENTIAL FUNCTIONS

- Receives/verifies/inspects incoming orders of supplies and equipment for the purpose of ensuring proper receipt of items delivered to the Warehouse, for identifying and documenting any discrepancies, and for verifying the condition of items received.
- Retrieves equipment and supplies from the warehouse as directed for the purpose of filling requisitions for items in stock.
- Restocks warehouse items for the purpose of replenishing inventory levels from incoming orders.
- Processes/sorts/separates district and U.S. mail for the purpose of ensuring accurate and timely delivery.
- Weighs/meters mail for the purpose of determining and affixing appropriate amounts of postage.
- Loads/unloads mail, supplies and equipment for the purpose of ensuring accurate and timely delivery.
- Transports, as assigned, supplies and equipment (e.g. mail, warrants, checks, receipts, desks, chairs, textbooks, documents for shredding, testing materials, board agendas, etc.) for the purpose of ensuring their accurate and timely delivery to and from schools, offices and other locations.
- Provides information to school district personnel for the purpose of advising them on status of orders received in the warehouse and the filling of stores requisitions.

## CLASSIFIED

---

- Maintains warehouse for the purpose of ensuring an efficient and orderly appearance and operation for receipt/inventory/ distribution of equipment and supplies.
- Communicates with shippers and suppliers for the purpose of clarifying and conveying information regarding the receipt, shipment and condition of supplies and equipment items.
- Documents deliveries, goods received, special categories of mail for the purpose of ensuring complete work records and accounting for items such as certified mail, cash containers, etc.
- Assigns/completes fixed asset tags to incoming equipment for the purpose of establishing initial documentation of items to be tracked in fixed asset accounting system.
- Assists in the pickup, inventory and sale of items for the purpose of selling and liquidating unneeded/obsolete furniture, equipment, textbooks, etc.
- Maintains assigned vehicle (e.g. fuel, oil, tire pressure, cleaning, etc.) for the purpose of ensuring the safe operation and sanitation of vehicle.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating forklift and other warehouse equipment; adhering to safety practices; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: postal and shipping regulations; computerized postage equipment; standard school supplies; procedures, forms and records of inventory control, purchasing, receiving and requisitioning; warehouse organization and security; health and safety regulations; California Motor Vehicle Code and safe driving practices; local destinations and routes.

**ABILITY** is required to schedule activities; collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following

## **CLASSIFIED**

---

oral and written directions; working independently; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; maintaining routine records and preparing reports; and communicating effectively both orally and in writing.

### **RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking and 33% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

### **EXPERIENCE**

Job related experience is required.

### **EDUCATION**

High School diploma or equivalent.

### **REQUIRED TESTING**

Pre-employment Proficiency Test

### **CERTIFICATES**

Valid California driver's license

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance