

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Warehouse Delivery/Operations

CLASS DEFINITION

Under general supervision of the Purchasing Manager drives a school district vehicle in the pick-up and delivery of materials, equipment, supplies and mail; inventory fixed assets; performs other related work as required.

QUALIFICATIONS

- Experience:
- One year experience delivering supplies.
 - Some experience in receipt, storage and issuance of supplies and equipment.
 - Five years experience preferred in the operation of a motor vehicle.
- Education:
- Graduation from high school, or equivalent.

Knowledge and Abilities:

- Safe operation and emergency roadside repair procedures of vehicle used for delivery services;
- Storage and inventory procedures;
- Basic safety practices related to assignment;
- Drive truck in a safe manner;
- Perform heavy lifting in the course of work;
- Basic computer knowledge;
- Understand and carry out oral and written instructions;
- Work effectively without close supervision;
- Establish and maintain cooperative relationships with those contacted in the course of work;
- Perform emergency repairs when required.

Required License and/or Certificates:

- A valid California Driver's License
- Insurability by the District's liability insurance carrier
- DMV Driving Record Print-out
- Fork Lift Operator Certification

SUPERVISION FROM

Purchasing/Warehouse Manager

SUPERVISION OVER

None

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TERMS OF EMPLOYMENT

Work Year: 12 months
Length of Work Day: Eight hours exclusive of a lunch period, as assigned by supervisor.
Salary: Per Job Title on Classified Salary Schedule

JOB DUTIES MAY INCLUDE, BUT NOT LIMITED TO:

1. Sort and deliver intra-district mail, U.S. mail and bank deposits.
2. Assist as requested with general warehouse duties.
3. Substitute in warehouse in case of absences.
4. Perform a variety of storage, loading, and unloading tasks in connection with delivery responsibilities to each site.
5. Deliver payroll to sites, as requested.
6. Assist in performing basic clerical and record keeping tasks including preparing records and reports.
7. Assist with annual stores physical inventory count.
8. Inventory fixed assets at all sites on a rotating schedule and maintain perpetual records.
9. Assist in maintenance of stores computerized inventory system.
10. Perform regular inspections of vehicle operating systems to ensure proper working order; make minor roadside repairs as needed.
11. Maintain warehouse storage areas and stores items in orderly and safe conditions.
12. Operate a fork lift and pallet jack in a safe and proper manner.
13. Receive, unload, and stock shipments from vendor delivery trucks.
14. Maintain record retention system of District Archive Storage.
15. Maintain inventory of custodial mops.
16. Receive and prepare parcels for UPS shipment.
17. Pick up special orders from off the hill vendors as needed.
18. Fuel, check oil and wash district administration vehicles as required.
19. Installation and removal of tire chains.
20. Perform related duties as required.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work requires considerable and strenuous physical exertion such as climbing and lifting heavy objects over 50 pounds; physical dexterity in limbs and digits necessary to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp and reach.

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects. Some extreme road and traffic conditions occur during inclement weather.

Board Approved: 1/13/98
Revised: 6/12/01