

## **WAREHOUSE/DELIVERY WORKER**

### **Purpose Statement**

The job of Warehouse/Delivery Worker was established for the purpose/s of performing a variety of duties involved in picking up and delivering mail, supplies, equipment, food, and other materials, (as assigned and within strict timeline and safety protocols), to and from various district sites; to load, unload, stack, and rotate supplies, equipment, food, and other materials. .

This job reports to Manager - Nutritional Services/Purchasing

---

### **Essential Functions**

- Assists with physical inventories (e.g. quarterly and annual, etc.) for the purpose of verifying stock and identifying losses.
- Assists with scheduling the delivery of materials, under strict timeline and safety protocols, to and from various District sites (e.g. inter-school mail, supplies, equipment, food, meals, etc.) for the purpose of ensuring the effective and efficient operation of services provided for students and staff.
- Drives vehicles for the purpose of transporting orders and confidential materials to designated sites.
- Loads and unloads orders on and off vehicles (e.g. inter-school mail, supplies, equipment, food, etc.) for the purpose of receiving stock and/or filling orders for transport.
- Maintains vehicles (e.g. checking condition of delivery vehicle each morning, making minor adjustments when necessary, reporting major vehicle repair or service needs to proper authority, cleaning and sanitizing interior and exterior of vehicles, maintaining fluid levels including gasoline, oil, and water; etc.) for the purpose of ensuring compliance of health/safety guidelines, and longevity of vehicles.
- Maintains warehouse area in clean and orderly condition (e.g. shelves, storage spaces, floors, etc.) for the purpose of providing a safe, sanitary, and orderly work environment.
- Operates warehouse equipment (e.g. forklift, hand trucks, pallet jacks, hot boxes, refrigeration units, standard office equipment, etc.) for the purpose of handling large and heavy items and other equipment safely and efficiently.
- Organizes equipment and supplies for the purpose of maintaining required inventory levels.
- Performs general clerical duties (e.g. typing invoices, etc.) for the purpose of supporting warehouse operations.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Provides quality customer service for the purpose of maintaining an effective and efficient work environment.
- Researches discrepancies on meal deliveries (e.g. overages, shortages, duplications, etc.) for the purpose of ensuring accurate delivery of requested items to serving sites.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries.
- Transports various equipment and materials, under strict timeline and safety protocols, (e.g. packaged and perishable food, hot and cold meals, supplies, food carts, etc.) for the purpose of delivering requested items to serving sites.
- Verifies incoming stock and other materials for the purpose of ensuring specifications, quantity and quality of orders are correct.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating standard office equipment; and preparing and maintaining accurate records and operate forklifts, pallet jacks, and other standard warehouse equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; basic methods used in receipt, storage, inventory, and issuance of supplies and equipment; principles and procedures of record keeping; familiarity with MSDS sheets; and safe driving principles and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; work independently in the absence of supervision; lift, carry, and move heavy equipment and supplies; drive two-ton truck; communicate clearly and concisely, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships.

**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 is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 60% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

- CPR/AED First Aid Certificate within 30 days of hire
- Food Handlers/ServSafe Certificate by NRA within one year of hire
- Fork Lift Certificate within one year of hire
- Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/1/2011

**Salary Grade**

Classified 47

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_