CLOVIS UNIFIED SCHOOL DISTRICT

Position: Delivery Driver/Warehouse Worker
Salary Grade: 13
Salary Schedule: Operations
Department/Site: Varies
Reports to/Evaluated by: Department Administrator/Supervisor
FLSA: Non-exempt

SUMMARY

Under general supervision, participates in the organization and maintenance of food supplies/warehouse supplies, materials and equipment. Picks up and delivers school supplies, mail, materials, equipment, and food supplies. Exercises limited judgment and discretion in planning and prioritizing work in receiving, storing and distribution of supplies, materials and equipment. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

This position represents entry-level skills and responsibilities that could allow advancement with additional formal education or training in inventory control, purchasing, warehouse management or a related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivers food from a District production kitchen to school sites according to assigned routes and schedules.
- Delivers frozen, dry and canned foods. Loads and unloads food at school sites.
- Unloads, checks and shelves incoming materials, equipment and supplies. Receives merchandise and unloads trucks.
- Inspects incoming stock for conformity to purchase orders and reports shortages, damages and other discrepancies.
- Assists other warehouse/food service personnel on assigned deliveries and other duties as required.
- Performs a variety of warehousing functions including stocking, shelving, filling requisitions and checking materials and supplies. Prepares delivery orders.
- Picks up various items from locations including District mail, school and site equipment, furniture and supplies.
- Operates forklifts, pallet jacks, vans and trucks to perform duties.
- Assists in the maintenance of stock records and in inventory counts.

- Computer skills and knowledge of District financial software system to perform various job duties, including stock inventory, asset compliance, vendor history and purchase order history.
- Telephone and email correspondence with District staff and suppliers to resolve order and supply issues as needed to ensure proper receipt and delivery of ordered merchandise.
- Process product discrepancies and freight claims with suppliers and freight companies. Maintains the warehouse in a safe and orderly condition.
- Performs other related duties and responsibilities as requested.

QUALIFICATIONS

- Knowledge and Skills: Requires knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the Production kitchen and District warehouse. Requires knowledge of Plant Operations. Requires good organizational and time management skills. Must know and understand safety rules and regulations. Requires knowledge of food safety and handling.
- Abilities: Requires the ability to perform the duties of the position effectively and efficiently. Requires the ability to maintain stock inventory control records. Must be able to fill orders accurately from requisitions. Must be able to operate a forklift, pallet jack and delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Physical Abilities: Requires the ability to perform manual labor, including lifting up to 50 pounds, carrying, and moving heavy equipment and supplies. Requires communication skills sufficient to interact with peers within own work group, other District staff and outside delivery staff or vendors in a manner which reflects positively on the Department and the District. Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires good hand- eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
- Working Conditions: Work is performed in office and highway traffic environments where some safety considerations exist.
- Education and Experience: High school diploma or equivalent; supplemented by one (1) year general warehouse and delivery experience. Any equivalent combination of education, training and experience.
- Licenses & Certifications: Requires a valid Driver’s License and possession of, or ability to obtain, a valid Forklift Certificate is required within six months after appointment.