
WAREHOUSE PERSON/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including custodial supplies, equipment, textbooks, graduation supplies and food; drive a vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including custodial supplies, equipment, textbooks, graduation supplies and food; assure supplies, equipment, textbooks and food are delivered in a timely manner.
- Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies.
- Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems; maintain forklift maintenance records and Food Service inventory.
- Shelve and store items received in the appropriate section of the warehouse; rotate food materials as needed; maintain inventory and input data into a computer database.
- Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; place and finalize orders for food materials and custodial supplies as required.
- Deliver and pick up District and inter-District mail; deliver payroll and other documents to various school sites.
- Operate a variety of warehouse equipment including forklifts and pallet jacks; operate a variety of office equipment including a computer and assigned software.
- Coordinate receipt, delivery and distribution of textbooks and other instructional materials.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.
- Assemble and organize equipment and supplies at delivery sites as directed; assure proper operation of equipment as assigned.
- Maintain warehouse in a clean, orderly and safe condition.
- **OTHER DUTIES:**
- Assist custodial, grounds and maintenance personnel as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, practices and terminology used in warehouse operations.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper loading and unloading of District vehicles.
- Shipping and receiving procedures.
- Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
- Proper methods of storing equipment, materials and supplies.
- Operation of a computer and assigned software.
- Basic record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic inventory techniques.
- Health and safety regulations.
- Traffic laws, defensive driving techniques and rules of the road.

ABILITY TO:

- Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
- Drive a vehicle to various locations along assigned routes to deliver goods.
- Operate a forklift and other warehouse equipment.
- Utilize space efficiently and effectively.
- Meet schedules and time lines.
- Assist in maintaining inventory.
- Maintain and prepare routine records and reports.
- Operate a computer and assigned software.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience receiving, storing and delivering supplies in a warehouse environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Valid Forklift Certification.
- Valid ServSafe Manager certificate within 3 months of hire date.

WORKING CONDITIONS:

ENVIRONMENT:

- Warehouse environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking.
- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

HAZARDS:

- Working around and with machinery having moving parts.
- Working at heights.
- Traffic hazards.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
