

Goleta Union School District

Warehouse Worker/Delivery Driver

Basic Function

Under the direction of the Assistant Superintendent, Fiscal Services, deliver supplies, goods, equipment, mail and other materials to various District schools and departments; prepare warehouse orders for delivery; receive and store various materials shipped to the warehouse.

Representative Duties

Deliver supplies, goods, equipment, mail and other materials to various District schools and departments; load and unload equipment and supplies. E

Collect, sort, and process District and U.S. mail; make daily mail deliveries in District van to schools and other sites within the District; sort and distribute mail to appropriate mail boxes. E

Receive warehouse goods, materials and supplies; check materials against purchase orders and delivery documentation to assure conformity to specifications; assure proper condition of materials received; record shortages, damages or other discrepancies. E

Participate in various inventory control activities; notify appropriate personnel of stock reorder levels as needed. E

Prepare and maintain records and forms related to assigned activities; post, file and organize requisitions. E

Label and mark warehouse items utilizing a predetermined classification and identification system. E

Package items and prepare for delivery. E

Label and mark warehouse items utilizing a predetermined classification and identification system. E

Operate a delivery vehicle and assure proper maintenance of the vehicle; operate various warehouse equipment including a forklift, pallet jack and hand truck. E

Maintain the warehouse in a clean, orderly and secure condition; assure proper security of the van. E

Assist with food service deliveries as assigned.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Material handling safety standards.

U.S. Postal Service regulations and procedures.

Proper methods of storing equipment, materials and supplies.

Principles and practices of providing work direction.

Operation of warehouse equipment and vehicles.

Inventory methods and techniques.

Basic record-keeping techniques.

Vehicle service and maintenance requirements.

Proper vehicle operating practices.

Warehouse Worker/Delivery Driver

Ability to:

Deliver supplies, goods, equipment, mail and other materials to various District schools and departments.

Receive and store various materials shipped to the warehouse.

Understand and follow oral and written directions.

Operate a variety of warehouse vehicles, machines and equipment.

Perform clerical duties related to warehouse operations.

Maintain records related to assigned activities.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and one year experience operating a mid-sized delivery vehicle.

Licenses and Other Requirements

Valid California Driver License.

Valid Forklift Operator certificate.

Working Conditions

Environment

Warehouse environment.

Driving a vehicle to conduct work.

Exposure to noise from equipment operation, fumes and dust.

Physical Demands

Lifting, moving, pushing, pulling and carrying heavy objects.

Heavy physical labor.

Climbing ladders to reach shelves.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Standing for extended periods of time.

Hazards

None