

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DELIVERY DRIVER/WAREHOUSE WORKER**

**BASIC FUNCTION:**

Under the direction of the Warehouse Supervisor, drive a vehicle to various District locations to pick up, deliver and distribute food, supplies, furniture, equipment, textbooks, media, mail, materials and other items; load, unload, issue and assist in receiving, inspecting and storing warehouse stock.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Drive a vehicle to various District locations along assigned routes to pick up, deliver and distribute food, supplies, furniture, equipment, textbooks, media, documents, mail, materials and other items; assure proper and timely pick-up and distribution of supplies, materials and equipment.

Load, unload, collect and distribute materials, supplies and equipment; prepare, sort, pack and organize outgoing deliveries and collected materials; assure materials and equipment are secure during transportation.

Assist in receiving, sorting, opening and inspecting shipments for damage and conformity to purchase order specifications and packing slips as required; review shipments for accuracy; identify and resolve discrepancies; stack, shelve and store items in appropriate section of warehouse.

Place food items in and retrieve goods from racks, refrigerators or freezers as assigned; assure proper temperature of food items; rotate perishable and nonperishable inventory(nd )e

Maintain various records, logs and files related to deliveries, inventory, purchase orders, receivers, deposits and assigned duties; input and update related information in an assigned computer system as directed.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, delivery vehicle, aisle stacker and postage meter; operate a computer and assigned software as required.

Inspect delivery vehicle to assure proper operating condition; refer maintenance, servicing and repair needs to appropriate personnel.

Maintain warehouse, delivery vehicle and other assigned areas in a clean, orderly and safe condition.

Communicate with District personnel, outside agencies and others to exchange information.

Assist in conducting regular and periodic inventories as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and procedures used in warehouse operations and the pick-up and delivery of materials.

Traffic laws, defensive driving techniques and rules of the road.

Proper loading and unloading of trucks.

Basic methods, practices and terminology used in warehouse operations.

Operation of a forklift, pallet jack and other warehouse equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Health and safety regulations.

Record-keeping techniques.

Mathematic calculations.

**ABILITY TO:**

Drive a vehicle to various District locations to pick up, deliver and distribute food, supplies, furniture, equipment, textbooks, media, mail, materials and other items.

Load, unload, collect and distribute materials and equipment.

Prepare, sort, pack, organize and verify accuracy of outgoing deliveries and collected materials.

Assist in receiving, inspecting and storing warehouse stock.

Observe health and safety regulations.

Meet schedules and time lines.

Operate a forklift, pallet jack and other warehouse equipment.

Observe legal and defensive driving practices.

Work independently with little direction.

**Delivery Driver/Warehouse Worker ±**