



Delivery Driver/Warehouse Worker

GENERAL PURPOSE

Under general supervision, loads and drives an OCDE vehicle to pick up and deliver materials, supplies, equipment, print production orders, mail, meals, and other items to/from various OCDE sites; maintains records of work performed; participates in performing a variety of warehouse duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Delivery Driver/Warehouse Workers are responsible for the safe and timely pickup and delivery of materials, supplies, print orders, mail, meals, and other items to/from designated sites according to established schedules. Incumbents load, drive, and unload an OCDE vehicle providing supply deliveries to various OCDE schools and offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Drives light- to medium-duty OCDE vehicles on established routes to various schools, facilities, offices, and other locations; loads and unloads delivery trucks; delivers items of various weights, including supplies, equipment, printed, and other materials, mail, meals, and other items; ensures that meals are maintained at proper temperatures during delivery; makes bank and post office deliveries.
2. Identifies, pulls, and sorts warehouse items for delivery; organizes appropriate quantities of supplies/materials from warehouse stock quickly and accurately; operates forklifts, pallet jacks, and hand dollies to load and unload deliveries at the warehouse and at assigned sites on route.
3. Receives/unloads, checks, stores, and shelves incoming warehouse items according to established procedures; enters warehouse items received in automated inventory records.
4. When delivering meals and food items: pulls items to meet established counts; sorts, labels, consolidates, and packages items by school site; loads items into truck refrigerator and warmer units; at school sites, places items in refrigerator and ovens; retrieves pans from previous day's delivery and places them in the Central Kitchen dish washer.
5. Performs daily safety inspections and performs driver-level maintenance of assigned vehicles, including fueling, and checking fluid levels and tire pressure; completes mileage reports.

OTHER DUTIES

1. Places identification tags on new equipment delivered to the warehouse.

OTHER DUTIES (cont.)

2. Processes student applications for the National School Lunch Program; creates and maintains computer and manual records of student rosters by school site; calculates and faxes milk orders to vendors; organizes deliveries in freezer; periodically counts cash receipts for student lunches.

QUALIFICATIONS

Knowledge of:

1. Delivery vehicle operation and routine maintenance requirements.
2. Traffic laws, safe driving practices, defensive driving techniques, and rules of the road.
3. Methods, practices, procedures, and equipment used in the preparation, distribution, shipping and receiving of OCDE supplies/materials including forklifts, pallet jackets, stock pickers, and stock chasers.
4. Proper lifting techniques.
5. Basic arithmetic calculations.

Ability to:

1. Operate a light truck/van, forklift, and pallet jack safely and in accordance with applicable procedures/laws.
2. Maintain truck or van in clean and proper working condition.
3. Perform moderately heavy manual labor in the course of making pick-ups and deliveries.
4. Use maps and reference materials to identify and route pickups and deliveries.
5. Perform basic computer data entry as required for maintaining warehouse records and reports.
6. Communicate effectively, both orally and in writing.
7. Understand and follow oral and written directions.
8. Meet delivery schedules and timelines.
9. Establish and maintain effective working relationships with co-workers, OCDE personnel, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to perform the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test, and at least one year of recent driving experience involving pickup and delivery of materials, supplies, or mail; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

A valid forklift operator certification.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, or sit; talk or hear, both in person or by telephone; use hands to finger, handle or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret instructions and documents; use basic arithmetic; learn and apply new information or skills; and interact with coworkers, other OCDE personnel, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in both indoor and outdoor work environments under various climatic conditions and drive a vehicle during adverse weather conditions including wet/humid conditions and/or extreme hot or cold conditions. Incumbents may work around and with machinery having moving parts.