

ORANGE UNIFIED SCHOOL DISTRICT

WAREHOUSE WORKER/DRIVER

DEFINITION

Under general supervision – makes scheduled and timely deliveries to schools and offices; assists in the operation of a District warehouse (central, media, or cafeteria); assists in receiving and in filling orders from warehouse stock; drives a truck and operates a forklift; and does related duties as required.

Representative Duties

Makes scheduled deliveries to schools, District offices and other designated points; drives truck in making deliveries; keeps to schedule in timely manner; delivers to several points at some school sites, because of the type of materials; loads truck each day; does lifting and regular manual work; uses hand truck, and operates forklift and cherry picker and other warehouse equipment.

Receives and checks requisitions for deliveries of warehouse supplies and materials; assembles requested materials; assists in taking physical inventory; sorts, shelves, arranges and stores supplies and equipment; transfers furniture and equipment among schools; may pick up and deliver other types of materials.

Organizational Responsibilities

Positions in this Class report to a Foreman, and are responsible for the scheduled and timely delivery activities in the one general area, such as general school supplies and equipment, foods and cafeteria supplies, or media, mail, and books. This Class assumes a variety of related duties at the warehouse or center as required.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:
Graduation from high school; and

One year of stock, shipping, receiving, warehouse or delivery experience.

Equivalencies: Additional qualifying experience may substitute for the high school education on a year-for-year basis, to a maximum of two years.

Knowledges and Abilities

Practical knowledge of: safe driving practices; vehicle code provisions related to driving; the terminology, forms and records related to delivery, requisitioning, receiving, purchasing and inventory duties; basic arithmetic; general warehousing and supply practices, safe working methods and procedures.

Ability to: deliver supplies on schedule and in a timely manner; learn routes and schedules; receive, issue and collect supplies; assist in maintaining an orderly and secure warehouse activity; communicate with school and District personnel effectively; assist in maintaining accurate records; make arithmetic calculations accurately.

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License

A valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Heavy Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weight up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.