

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE WORKER/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, operate District vehicles to pick up and deliver incoming and outgoing U.S. and inter-District mail, furniture, supplies and materials; package and process mail; perform general warehouse receiving, stocking, pulling orders and load trucks; drive a vehicle to deliver materials as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of warehouse duties, including pulling supply orders, delivering and picking up equipment and supplies and tagging and checking in purchase orders; enter transaction information on computer terminal; issue and receive warehouse supplies and equipment. **E**

Operate District vehicles to pick up and deliver hot and frozen food and supplies to District cafeterias and school sites; pick up and deliver incoming and outgoing U.S. and inter-District mail. **E**

Receive and inspect delivered food and supplies for compliance with requisitions and receiving slips; pack, unpack, load, receive and store books, food, supplies, materials, furniture, equipment and other items; shelve, arrange and label stock; rotate frozen and dry food-stock according to established procedures. **E**

Collect cafeteria monies from schools and deposit money according to established procedures; process related paperwork for armored car pick-up. **E**

Process outgoing first class, third class, international and other mailings according to established guidelines and procedures; assure proper addressing and certification of mail in accordance with U.S. Postal Service requirements and regulations. **E**

Sort, package and weigh mail and determine appropriate postage rate; affix postage for outgoing first, third, fourth and special class mail; maintain current knowledge of postal rates, rules and regulations. **E**

Operate a computer terminal to input stock received and process requisitions for supplies and food requisitions; assist in the ordering of supplies and food as assigned. **E**

Operate forklifts, pallet jacks and dollies in loading and unloading vehicles; move materials and store items as required. **E**

Prepare and maintain a variety of warehouse duties as needed including postage meter and scale. **E**

Participate in warehouse operations, including maintaining an accurate inventory of warehouse stock. **E**

Perform custodial duties to maintain the warehouse in a clean, safe and orderly condition.

Deliver Board packets to School Board members homes and supplies to City offices as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current U.S. Postal Service rates for various classes of mail.

Basic methods, practices and terminology used in warehouse operations.

Rules, regulations and requirements for bulk mailings, international and special mail classes.

Methods and practices used in receiving, storing, disbursing and delivering supplies and equipment.

Operation of postal machines and related equipment.

Basic record-keeping techniques.

Basic inventory methods and practices.

Vehicle operation and routine maintenance.

Operation of a variety of warehouse equipment.

ABILITY TO:

Perform general warehouse receiving, stocking, pulling orders and load trucks; drive a vehicle to deliver materials as assigned.

Receive, sort, dispatch and distribute incoming and outgoing mail assuring proper postage and mailing.

Perform various warehouse duties related to the receipt, storage and inventory of supplies, materials and equipment.

Drive an assigned vehicle to pick-up and deliver supplies, equipment and materials.

Observe legal and defensive driving practices.

Determine appropriate postal rates for various classes of mail.

Assist in maintaining inventory.

Communicate effectively both orally and in writing.

Learn operation of a computer terminal.

Maintain records.

Read and compare names and numbers accurately and rapidly.

Understand and follow oral and written directions.

Meet schedules and time lines.

Operate, adjust and maintain mail processing machines and equipment.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year warehousing experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.
Forklift certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse work environment.
Driving a vehicle to conduct work.
Work in sub-zero freezers for extended periods of time.

PHYSICAL ABILITIES:

Lifting heavy objects.
Lifting warehouse stock.
Reaching overhead, above the shoulders and horizontally.
Standing for extended periods of time.
Bending at the waist.
Dexterity of hands and fingers to operate warehouse equipment.
Climbing ladders and working from heights.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working at heights.