VISTA UNIFIED SCHOOL DISTRICT
WAREHOUSE WORKER/DELIVERY DRIVER

Purpose Statement
The purpose of a Warehouse Worker/Delivery Driver is to provide support to the warehousing operations; ensure specifications, quantity, and quality of orders are correct; maintain an organized warehouse layout; transport orders over designated routes; ensure safe operation of vehicles; load and unload orders.

This job reports to an assigned administrator.

Essential Functions
● Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
● Coordinates with supervisor for the purpose of completing deliveries and projects efficiently.
● Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
● Maintains warehouse facilities for the purpose of ensuring an efficient and orderly appearance and operation for receipt, inventory, and distribution of equipment and supplies.
● Operates District vehicles and equipment (e.g., truck, van, forklift, pallet jacks, postage machine, scales, etc.) for the purpose of transporting food, supplies, and mail to the District.
● Participates in physical inventories for the purpose of verifying stock and identifying losses.
● Picks up, transports, and delivers a variety of materials (e.g., mail, payroll checks, furniture, books, instructional materials, supplies, food, cafeteria monies, packages, etc.) for the purpose of delivering services in conformance with department and District objectives.
● Prepares written materials (e.g., logs, invoices, purchase orders, etc.) for the purpose of documenting activities, providing written support, and/or conveying information.
● Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
● Processes documents and materials (e.g., business documents, packing slips, purchase orders, credits, etc.) for the purpose of verifying quantities and condition and/or disseminating items as needed.
● Processes mail (e.g., bulk mail, special deliveries, special mailings, etc.) for the purpose of ensuring proper postage is affixed-and postal regulations are followed.
● Receives stock and non-stock items (e.g., food, supplies, equipment, furniture, etc.) for the purpose of ensuring specifications, quantity, and quality of orders are correct.

Other Functions
● Maintains delivery vehicles (e.g., maintains appropriate levels of fuel and oil, monitors and maintains adequate air pressure in tires, cleans interior and exterior of vehicles, etc.) for the purpose of ensuring availability of vehicle in a safe operating condition.
● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:
- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- operating equipment used in warehouse operations.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- basic vehicle maintenance;
- health and safety regulations;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- methods and procedures of inventory control;
- methods and procedures of the receipt of materials, equipment, and supplies;
- safe driving practices;
- safety practices and procedures;
- warehouse organization and security.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- meeting deadlines and schedules;
- operating motor vehicles;
- physical stamina;
- preparing accurate records;
- understanding and following oral and written directions;
- working as part of a team;
- working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling up to 75 lbs. unassisted, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High School Diploma or equivalent.
**Equivalency:**  Graduation from high school or equivalent and one year of warehousing experience.

**Retention:**  In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

### Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

### Certificates and Licenses

- Valid California Class C Driver License
- Obtain Forklift Certification within six (6) months of employment and maintain certification throughout employment in this classification.
- Obtain San Diego County Food Handlers certification or San Diego County recognized equivalent within thirty (30) days of employment and maintain certification throughout employment in this classification.

### Continuing Educ. / Training

Complete a minimum of six (6) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

### Clearances

- Fingerprint and Background Clearance
- Drug Test
- Tuberculosis Clearance

### FLSA Status

- **Non-Exempt**
- **Approval Date:** Revised: 05/21/2019
- **Salary Grade:** Classified, Range 46