

Sweetwater Union High School District

WAREHOUSE WORKER/DELIVERY DRIVER II

Purpose Statement

The job of Warehouse Worker / Delivery Driver II is done for the purpose/s of participating in the receipt and shipment of district goods; maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; and transporting orders over designated routes.

Essential Functions

- Oversees and participates in the shipping, receiving, organizing, storing and issuing of District goods including supplies, equipment and food for the purpose of assuring shipments are prepared for delivery and delivered in a timely manner.
- Processes a variety of reports in written and electronic form (e.g. requisitions, paperwork, reports, etc.) for the purpose of disseminating information and/or materials to appropriate parties.
- Drives delivery vehicle as needed and/or assigned for the purpose of transporting orders to designated sites.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
- Delivers a variety of items (e.g. boxes, packages, cargo, office supplies, furniture, equipment, testing materials etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Transports a variety of items (e.g. records/files, supplies, equipment, materials, testing materials, etc.) for the purpose of receiving and/or delivering materials as required.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Prepares orders by either pulling from stock or securing test boxes for the purpose of meeting delivery requirements.
- Participates physical inventories for the purpose of verifying stock and identifying losses.
- Responds to inquiries of staff for the purpose of providing information and/or direction regarding the status of deliveries, etc.
- Maintains documents, files and records (e.g. tracking on line shipping, equipment transfer forms, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: basic computer use, basic vehicle maintenance, and safety practices and procedures.

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 defined and similar 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. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and the ability to read, write and communicate clearly in English.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent and two years of experience receiving, storing and delivering supplies in a warehouse environment.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability
Forklift Operator's Certificate

Continuing Educ./Training

Maintain Certification

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224