



Sequoia Union High School District

Job Description

JOB TITLE:	Warehouse Delivery Worker
REPORTS TO:	Warehouse Supervisor
CLASSIFICATION:	Classified
SALARY SCHEDULE:	10.5 / 12.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	

DEFINITION

To receive, check, store and issue supplies and equipment; to pick up and deliver supplies and mail; to prepare and send outbound shipping; to prepare and process various paperwork related to receiving, purchase orders, deliveries and inventory; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Warehouse/Delivery Worker I is the entry and first working level of this series, and is typically filled by temporary or seasonal employees. Employees at this level work under closer supervision performing the more routine tasks requiring less knowledge of receiving and warehousing operations.

Warehouse/Delivery Worker II is the full working level of this series, working under general supervision to accomplish required tasks. Employees at this level have a thorough knowledge of receiving, warehousing and delivery operations, procedures, processes and equipment. Employees at this level may provide direction to employees in the lower level classification.

EXAMPLES OF DUTIES

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- Receives materials, equipment and supplies delivered to the District warehouse under purchase orders;
- Inspects incoming stock for apparent damage and conformance to purchase order; contacts requestor or purchasing regarding discrepancies;
- Organizes and stores materials, equipment and supplies using forklifts, pallet jacks and ladders;
- Loads delivery trucks and delivers materials, equipment, supplies and mail to school sites and purchasing cooperative members;

- Prepares packages and coordinates outbound shipping via parcel services;
- Picks up surplus/discarded furniture and equipment, evaluates, and recommends disposal or reuse; hauls useless materials to the dump; notifies proper agencies of hazardous materials (e.g. unknown lab chemicals);
- Applies identification/inventory tags to District property and maintains records of serial/bar-coded numbers;
- Prepares and processes paperwork related to shipping, receiving, inventory, purchase orders, and storage;
- Uses computer to access UPS, RPS and other shipping company package tracking systems and e-mail departments regarding materials received;
- May direct the work of temporary or seasonal workers.

QUALIFICATIONS

Note: The knowledge and skills required at the time of recruitment are proportional to the level at which hiring is conducted.

Knowledge of:

Warehouse procedures, requisitions, purchase orders, invoices, and delivery slips, and the use of each.

Methods used in receiving, storing, and issuing materials, supplies and equipment.

Recordkeeping as relates to receiving, issue, and inventory.

Use of forklifts, pallet jacks, lifts, and delivery trucks.

Safe working practices including lifting, and safe driving practices.

Skill in:

Keeping accurate and current records of warehouse transactions.

Operating forklifts, pallet jacks, lifts and delivery trucks.

Organizing stored materials.

Following oral and written directions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Working independently and exercising independent judgment.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to sufficient formal and/or informal education to provide the necessary reading, writing and arithmetical skills, and one year of experience in receiving, storing, issuing and delivering materials.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision to operate vehicles safely, inspect received materials, and prepare and process paperwork.
- Physical strength and stamina to lift and carry up to 70 pounds, push or otherwise manipulate heavier objects, and perform sustained strenuous physical labor.
- Hand, arm and leg dexterity to operate vehicles and forklifts and grasp materials.

- Mobility to climb stairs and ladders, walk, stoop and bend to reach materials.
- Speech and hearing to give and receive information and instructions.
- Work outdoors and in exposure to temperature extremes, noise, fumes, equipment and machinery, and potential spills of caustic chemicals.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.