

JOB TITLE: LEAD WAREHOUSE DELIVERY WORKER

BASIC FUNCTION

Under general supervision, to lead warehouse personnel and to receive, process, store and distribute a variety of staple and perishable goods, equipment, supplies and mail, to drive a delivery vehicle following designated routes, loads and unloads food carts, warehouse supplies and materials, and audio-visual equipment, to determine proper postage and meter mail, and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Leads and coordinates warehouse operations and activities
- Leads and provides technical information related to the evaluation of warehouse personnel
- Performs a variety of orientation and training of department personnel
- Leads and participates in warehouse inventory reviews and in maintaining inventory control procedures
- Receives, inspects, processes, and stores warehouse supplies, materials, and equipment
- Loads a delivery vehicle with a variety of supplies, materials, equipment, food carts and mail
- Drives a delivery vehicle to delivery and pickup sites and loads and unloads the delivery vehicle in specified locations
- Completes discrepancy reports noting and recording damage or differences
- Wraps, packs, and otherwise prepares goods for shipping or delivery
- Processes intra-district and United States mail
- Performs and maintains records of preventive maintenance on warehouse equipment and trucks as needed
- Maintains a variety of warehouse and delivery related records
- Operates a variety of warehouse equipment, including scales, postage meter, forklift, pallet jack and hand truck

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Safely and legally operate a truck or delivery van
- Operate a manual forklift, electric forklift, pallet jack and other related warehouse equipment
- Operate a handcart, mail machine, postal scale, calculator and computer
- Operate a personal computer

Knowledge of:

- Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, equipment, and mail
- Simple record management procedures
- Vehicle service and maintenance requirements
- Safe working and vehicle operational practices

Ability to:

- Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation
- Perform routine clerical tasks
- Perform moderately heavy manual tasks
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Lead and guide assigned personnel
- Prioritize and identify needs and solve problems independently as appropriate
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Operate computer terminals, micro-computers and other business equipment

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of responsible warehouse experience including the operation of a mid-size delivery vehicle and performing warehouse receiving and storage functions.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- A valid California Class C driver’s license

CONDITION OF EMPLOYMENT

- Must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift

- Operator course within six (6) months of employment. Training will be provided by the District
- Insurability by the District's liability insurance carrier
 - Employees in this classification are subject to random drug testing as prescribed by Federal law