

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**WAREHOUSE WORKER/DELIVERY DRIVER**

**CLASSIFICATION:** Classified Employee  
**SALARY LEVEL:** Range 27  
**WORK YEAR:** 12 Month

**JOB DEFINITION:**

Under general supervision of the Director of Transportation within a broad framework of standard policy and procedures, incumbent will receive, store, distribute, deliver, and inventory school district supplies, equipment, food, books and mail. Pick up and transport District funds and mail. Operate delivery truck and forklift. Performs other job related duties as assigned by supervisor.

**SUPERVISOR:**

Director of Transportation

**QUALIFICATION REQUIREMENTS**

*To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**EXAMPLES OF DUTIES:**

*The following is a list of duties that are representative of the position and include but are not limited to:*

**Essential Duties:**

- Receives materials and supplies delivered on purchase orders
- Receives, stores, issues, and maintains records pertaining to all warehouse transactions
- Assists in checking and filling warehouse requisitions from schools, departments, and cafeterias
- Fills emergency orders as requested, working with delivery drivers
- Wraps, packages, and prepares parcels and goods for shipping and delivery
- Loads truck with school equipment and supplies such as, cafeteria food supplies and lunches, mail, audio-visual equipment, and delivers load to destination
- May pick up money at school cafeterias and deliver to bank
- Delivers monthly payroll to schools
- Picks up and delivers supplies ordered by District from local merchants
- Inspects incoming equipment and supplies for conformity to purchase order specifications and packing slips; notes and reports shortages, damages, or other discrepancies
- Receives major equipment and furniture deliveries and accepts or rejects deliveries as necessary
- Stores, stocks, and maintains shelves and goods in a clear and orderly condition; assists in sweeping warehouse
- Operates and maintains fork lift and related equipment used in the warehouse
- Confers with supervisor in determining storage space requirements, optimum stock quantities, and matters pertaining the receipt of goods and the filling of requisitions
- Assists in periodic and annual inventories
- Assists in preparing records for fixed asset inventory
- Drives light truck, picks up and delivers supplies and equipment
- May be required to meet delivery time schedule

**Other Duties:**

- Performs other duties as may be assigned by the supervisor
- Participates in available training to meet new technology standards
- Attend meetings related to assignment

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**PHYSICAL AND MENTAL CHARACTERISTICS**

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position;
2. Manual dexterity sufficient to write, use the telephone and office machines;
3. Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines;
4. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels);
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups;
6. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
7. Physical stamina sufficient to sit and walk for prolonged periods of time;
8. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions;
9. Demonstrate manual dexterity necessary to operate calculator, typewriter/ and or computer keyboard at the required speed and accuracy.
10. Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, slopes, stairs, ramps, and ladders; drive a truck or van, and to respond to emergency situations;
11. Physical strength sufficient to safely lift and carry 50 or more pounds frequently and 80 pounds occasionally; push and/or pull a variety of tools and equipment weighing 80 or more pounds, and to safely move heavy weights with wheeled manual aids
12. Sustain moderate manual labor for up to 8 hours;
13. Demonstrate manual dexterity necessary to perform fine motor skills during equipment installation and maintenance procedures;
14. Operate a variety of delivery vehicles and material handling equipment, including a forklift, in a safe and effective manner.
15. Work with chemical agents in a safe and effective manner without allergic reaction;
16. Physical tolerance to be exposed to dust, pollen, specific agents/chemicals, cleaners, foul smells
17. Work in a wide range of temperatures; work in both indoor and outdoor environments with exposure to extreme weather conditions;
18. May have to work around power machinery capable of causing severe injury and near hazardous materials as defined by the Environmental Protection Agency (EPA).

**REQUIRED QUALIFICATIONS:**

**A pre-employment physical is a requirement of the candidate selection process for this position**

**Education and Experience:**

- Completion of formal or informal education, generally a high school diploma equivalency, sufficient to assure the ability to read and write English and to perform arithmetic calculations at the level required for successful job performance.

**Licenses and Certificates:**

- A valid Class C California Driver's License and evidence of appropriate insurance is required
- A valid First Aid and CPR Certificate may be required
- **A pre-employment physical is a requirement of the candidate selection process for this position**

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**REQUIRED QUALIFICATIONS (Continued):**

**Knowledge of:**

- Experience in driving automotive equipment
- Safe driving practices
- Warehouse and stock control methods and procedures
- Proper and orderly methods of storing equipment and materials
- Safety rules and regulations related to warehouse operation and equipment usage

**Ability to:**

- Drive light power-driven equipment safely and efficiently
- Sustain heavy physical effort for up to 8 hours
- Operate a forklift
- Keep stores and storage facilities in a clean and orderly fashion
- Handle perishable items appropriately
- Understand and carry out assigned work with minimal supervision
- Use good judgment in recognizing scope of authority
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Use initiative and judgment in discussing problems with the public and district staff, involving District practices and policies
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Understand and follow oral and written directions
- Determine and meet schedules and time lines
- Perform mathematical calculations with speed and accuracy
- Maintain accurate, neat, and legible records and reports
- Maintain regular attendance and punctuality

**DESIRABLE QUALIFICATIONS:**

- Computerized inventory control procedures
- Familiarization with requisition, purchase orders, invoices, and delivery reports, and the use and meaning of each
- Knowledge of current freight, UPS, and parcel post regulations
- Demonstrated experience in stock or storekeeping work, or in stock delivery
- Knowledge of safety procedures and regulations
- Previous experience in a school district or government entity

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*Approved:* \_\_\_\_\_ *Revised: 09/2004*