

WAREHOUSE/DELIVERY DRIVER

DEFINITION:

Under the supervision of the Operations Supervisor - Nutrition Services or Supervisor-Custodial/Warehouse, performs a variety of duties related to the shipping, receiving, storing and issuing of goods including food, supplies, equipment, textbooks and other materials; drives a vehicle to various locations along assigned routes to pick-up and deliver food, goods, equipment and mail; prepares and maintains related records and reports; may participate in a variety of food service distribution functions as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Performs a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including food, supplies, equipment, textbooks and other materials; assures supplies, equipment and materials are delivered in a timely manner.**
- **May participate in a variety of food service distribution functions; loads and unloads shipments of food items and supplies such as hot and cold carts and frozen, canned and dry goods; fills and processes daily food service orders; assures proper and timely distribution of food items and supplies.**
- **Loads and unloads kitchen warehouse stock; returns delivery containers to the main preparation center.**
- **Drives a vehicle to various locations along assigned routes to deliver food, goods and mail; distributes food, items and supplies to appropriate personnel; inspects shipments to assure compliance with school site specifications.**
- **Cleans, services and maintains delivery vehicles including washing, checking tires, gasoline, oil and water levels; runs safety checks on assigned vehicle.**
- **Places food items in racks, coolers or freezers as required; assures proper temperature of food items; rotates perishable and nonperishable inventory as needed; assures food shipments are not spoiled or damaged; assures distribution activities comply with safety and sanitation requirements.**
- **Receives, unloads and inspects shipments for damage and conformity to purchase order specifications and packing slips; receives, files and submits receipts for delivered goods; reviews shipments for accuracy; may contact vendors regarding shortages, damaged goods or other discrepancies; shelves and stores items received in the appropriate section of the warehouse.**
- **Prepares and maintains a variety of records and reports related to purchase orders, requisitions, deliveries and assigned activities; establish and maintain filing systems.**
- **Fills and processes requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitors stock and inventory levels; reviews and verifies accuracy of orders; assists in ordering equipment and supplies as necessary.**
- **Coordinates receipt and distribution of textbooks and other instructional materials as assigned by the position, as needed.**
- **Picks up and deliver mailings and collected monies according to established procedures as required.**
- **Assembles and organizes equipment and supplies at delivery sites as directed; assures proper operation of equipment as assigned; moves equipment as necessary.**
- **Maintains food service areas and warehouse in a clean, orderly and safe condition; performs periodic kitchen equipment maintenance.**
- **Operates a variety of warehouse equipment including forklifts, pallet jacks and dollies; operates a variety of office equipment including a calculator, copier, computer and assigned software.**
- **Communicates with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.**

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper loading and unloading of trucks.
- Traffic laws, defensive driving techniques and rules of the road.
- Shipping and receiving procedures.
- Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
- Sanitation and safety practices related to handling and transporting food.
- Storage and rotation of perishable foods.
- Operation of a computer and assigned software.
- Basic record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic inventory techniques.
- Health and safety regulations.
- Basic mathematical calculations.

Ability to:

- Participate in a variety of food service distribution functions.
- Drive a vehicle to various locations to pick up and deliver food items and supplies.
- Assist in filling and processing daily food service orders.
- Load and unload shipments of food items and supplies.
- Inspect and receive deliveries.
- Meet schedules and time lines.
- Assist in maintaining inventory and stocking items.
- Maintain and prepare routine records and reports.
- Operate a computer and assigned software.
- Assure proper temperature of food items.
- Operate a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Follow and assure compliance with health and sanitation requirements.
- Add, subtract, multiply and divide quickly and accurately.
- Operate delivery trucks safely and economically.
- Maintain specified delivery schedule in rush conditions.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year warehouse, delivery or related experience in a warehouse environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Valid Forklift certification.
- Some positions in this classification may be required to have a valid ServSafe Certificate or equivalent (California Retail Food Code) issued by an authorized agency.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

WORK ENVIRONMENT:

Indoor/Outdoor/Warehouse/Kitchen environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Exposure to cold temperatures including freezers and refrigerators.
- Exposure to cleaning chemicals and fumes.
- Driving a vehicle during adverse weather conditions.
- Working at heights.
- Traffic hazards.

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