



Fremont Unified School District

Classified Job Description

DELIVERY DRIVER/WAREHOUSE WORKER

Definition

Under general supervision, safely operate a District vehicle to load, pick up and deliver supplies, equipment, instructional materials and other items to schools and offices; to receive, store, and issue supplies; and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following.

- Drives a school District vehicle on a regular route to various schools, offices, food service facilities and warehouses.
- Loads and unloads District assigned vehicle to deliver warehouse supplies, instructional materials, food, furniture, equipment, U.S. mail, inter-District mail and other items to schools, offices and food service facilities.
- Assists in general support duties at food service facilities.
- Transports money to and from the various food service facilities.
- Unloads, checks, and shelves incoming school equipment, supplies, instructional materials and other items.
- Receives and inspects incoming equipment, food, supplies, instructional materials and other items for conformity to purchase order specifications and reports shortages, damages, or other discrepancies.
- Processes purchase orders, requisitions, and other related paperwork.
- Operates hoisting machines and forklifts.
- Confers with supervisor in determining storage space requirements, optimum stock quantities, matters pertaining to the receipt of goods and the filling of orders, and the rotation of stock.
- Assists in periodic and annual inventories and other warehousing duties.
- Assists in keeping storerooms clean and orderly.
- Does minor repair on equipment as necessary.
- Follows USDA storage guidelines and California Health Code provisions concerning handling of food, food service supplies, and food service equipment.
- Cleans truck inside and out.
- Perform other duties as assigned.

Qualifications

Knowledge of:

- Safe work practices including OSHA regulations, as they relate to the position;
- Storekeeping procedures, including methods of proper and orderly storage and issuance of materials;
- Stock inventory procedures;
- Requisitions, purchase orders, invoices, and delivery reports, and the use and meaning of each;
- Vehicle operation and routine maintenance.

Ability to:

- Fill orders accurately from requisitions/pick tickets and to check incoming shipments against purchase orders;
- Keep stores and storage facilities in clean and orderly fashion;
- Learn USDA and California Health Code provisions and guidelines concerning handling and storage of food and food service supplies and equipment;
- Perform heavy manual labor, including ability to lift up to 75 lbs.
- Read and write English at a level sufficient to successfully perform the duties associated with the position;
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;
- Follow oral and written instructions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Two years of experience driving a commercial vehicle and performing general warehousing functions.

Licenses and Certificates

Possession of a California Class C driver’s license with no restrictions which would preclude driving on the job is a continuous requirement.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: lifting up to 75lbs., carrying, pushing, pulling, stooping, kneeling, and crouching.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

SEIU 66

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

N: 12/68/03/69 R: 03/80 R: 06/84 R: 11/85 R:06/86 R: 01/92 R: 10/98 R: 5/14

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.