

DELIVERY WORKER

DEFINITION:

Under general supervision, drives a variety of vehicles to pick up and/or deliver foodstuffs, mail, supplies, equipment, books and a variety of other materials; performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Delivery Worker is distinguished from the Storekeeper classification in that the primary duties of a Delivery Worker are to pick up and deliver foodstuffs, material and equipment and that of the Storekeeper are to operate and maintain a central warehouse with responsibility for receiving, storing and issuing materials, supplies and equipment.

EXAMPLES OF DUTIES:

May drive a refrigerated truck to pick up and deliver a variety of food items to and from various school sites according to a time schedule and via designated routes; *E*

May drive a truck or other delivery vehicle to pick up and deliver supplies, mail, equipment, furniture, books, film, classified & certificated pay checks and a variety of other materials to and from the warehouse, administrative and school offices, following a designated route and/or schedule; *E*

May assist the storekeeper in a variety of warehouse duties; *E*

Group items for delivery, load, and unload food, materials and/or equipment; *E*

Maintain an inventory of supplies, a record of deliveries and prepare associated reports; *E*

Maintain vehicles in a safe condition, perform a daily routine inspection of fluid levels and tire condition promptly observing and reporting any static or driving deficiencies noted; *E*

May make money pickups from school site fund raising and/or sales activities and take cash/check deposits to banks;

May operate a computer with job specific software to maintain accurate records.

Perform other duties as required.

SUPERVISION:

General supervision is received from the Director, Food Services or Maintenance and Operations Manager depending on assignment.

Supervision is not exercised over other employees.

E denotes an essential function of the job.

MINIMUM QUALIFICATIONS:

Knowledge of:

Standard loading and unloading delivery procedures;
Traffic laws and safe driving practices;
Proper methods for handling food items and storage of materials.

Ability to:

Maintain a work schedule without close supervision;
Keep accurate records;
Operate a variety of vehicles skillfully and safely;
Operate a variety of equipment associated with the handling of materials and supplies;
Learn District and area roadways;
Learn to operate a personal computer and related job specific software;
Understand and follow written and oral instructions;
Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledges, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. Some experience in delivery and distribution of food, materials, supplies and/or equipment is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs heavy work - frequently lifting, carrying for short distances, and/or pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently lifting or pushing objects weighing 100 pounds; stands, walks, stoops, kneels and bends; uses both hands simultaneously; speaks clearly and hears normal voice conversation; has color vision/distinguishes shades, sees small details and long distances; drives a vehicle; works inside and outside; is exposed to frequent temperature changes, dust, chemicals, odors; has direct contact with public, students and other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervisor; Employment is contingent upon passing a physical and back evaluation test.

LICENSES REQUIRED

Must possess and maintain a valid and appropriate California Driver License.

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