



Delivery Worker

JOB SUMMARY:

Under general supervision, drives a variety of vehicles to pick up and/or deliver foodstuffs, mail, money, supplies, equipment, books and a variety of other materials; loads and unloads delivery trucks.

CLASS CHARACTERISTICS:

The delivery worker is the entry-level classification in the Delivery Series. Incumbents in this class are responsible for picking up and delivering materials to District facilities. Incumbent's duties may vary by assignment, truck driving and delivery duties are common to all positions in this classification. 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.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Drive various District vehicles including vans, delivery trucks, and refrigerated trucks to assigned school sites, offices, facilities, and warehouses;
- Pick up and deliver supplies including but not limited to mail, equipment, perishable food items, furniture, books, pay checks, etc., over designated routes and schedules from District locations;
- [YNI]Process documents and materials such as packing slips and backorders;
- Assist the Storekeeper or Central Kitchen Coordinator in a variety of warehouse or kitchen duties;
- Group items for delivery, load, and unload food, materials and/or equipment;
- Maintain records such as delivery logs, an inventory of supplies, and prepare associated reports in accordance with established procedures;
- 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.

Other Related Duties:

- Make money pickups from school site lunch money, 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.

SUPERVISION:

General supervision is received from the Director, Food Services or Maintenance and Operations Supervisor depending on assignment. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard loading and unloading delivery procedures;
- Safe and efficient driving principles and techniques;
- Traffic laws and safe driving practices;
- Record-keeping and report preparation techniques;
- Basic computer and software including Microsoft E-mail, internet computer applications, and maintenance job tracking applications;
- Proper methods for handling food items and storage of materials.

Ability to:

- Maintain a valid California Driver's License;
- 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;
- Organize and modify schedules to accommodate unplanned changes;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- A satisfactory driving record.
- One (1) year of safe driving experience operating a light or medium duty truck delivering and distributing of food, materials, supplies and/or equipment; OR
- One (1) year of experience as a Food Distribution Worker for the Ocean View School District.

Licenses Required:

- Must possess and maintain a valid and appropriate California Driver License.
- H-6 Current Department of Motor Vehicle printout
- Positions assigned to the Food Services Department will be required to complete Food Handlers Certificate within one (1) month of employment, ServSafe Certificate preferred.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

This job operates in a delivery capacity driving a truck or van to transport food, supplies, equipment, etc. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent regularly works near moving mechanical equipment, exposed to daily vehicle vibration, and subjected to various weather climates including hot, cold, wet, humid, and windy conditions. This position may be exposed to fumes, dust and odors, and may work with heights within the warehouse. The position requires working with high volume, restricted delivery timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand, walk, and sit for extended periods of time, maintain a grip on the steering wheel, talk, reach within arm's length, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stoop, kneel, crouch, and bend at the waist to engage in little to heavy physical efforts; continuously exert up to 50 pounds of force to lift, carry, push, and pull; occasionally exert up to 100 pounds of force lifting, pulling, and pushing items related to delivery tasks. This position requires specific visual acuity including close, distance, color, peripheral, depth, and the ability to adjust focus as necessary to drive and operate District vehicles. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 31

Classified Bargaining Unit

Revised: 10/11/01, 12/9/04, 9/13/07, 8/14/14

Job Description Review and Revisions Effective: 4/13/17