

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE DELIVERY WORKER

DEFINITION

*This is a School Year position
working 180 days 18.75 hrs/day
Classified Salary Schedule, Range 12*

Under direction of the Director, Business Operations, receive, distribute, deliver, store, inventory and issue District supplies, materials, equipment and miscellaneous items; operate a District vehicle to pick-up and deliver mail and supplies; perform other duties as assigned.

REPRESENTATIVE DUTIES

Receive, distribute, deliver, store, inventory and issue District supplies, materials, equipment and miscellaneous items; operate a District vehicle to pick-up and deliver mail and supplies; log pertinent material data and prepare inventory cards; route paperwork and packing slips to the Accounting Department to expedite processing; maintain vehicle in a clean and operative condition; gas District administration vehicles as required; confer with appropriate District personnel to coordinate activities; operate a forklift and pallet jack, District vehicle, and other tools and equipment to perform work; perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge Of:

Methods and practices of general warehouse work including receipt, storage, distribution, delivery, inventory and issuance of District supplies, materials, and miscellaneous items; operation of a delivery vehicle and defensive driving techniques; proper methods of lifting, loading and storing materials and supplies; applicable safety regulations.

Ability To:

Establish and maintain cooperative working relationships with others; interface with vendors and outside contractors; understand and follow oral and written instructions; communicate effectively; maintain records; work with minimal supervision; work efficiently to meet schedules and deadlines; lift, push, pull and carry objects weighing up to 60 pounds; walking and standing for extended periods; observe legal and defensive driving practices. Receive, distribute, deliver, store, inventory and issue District supplies, materials, equipment and miscellaneous items; organize time and work space efficiently; maintain records.

Education and Experience:

Any combination equivalent to graduation from high school, and demonstrated warehouse and delivery experience.

License Requirement:

Possession of a valid California driver's license.

Working Conditions:

Indoor and outdoor environment; traveling to District sites, noise, kneeling, lifting, climbing ladders, standing and exposure to solvents and adverse weather conditions.