

CLASS TITLE: WAREHOUSE ATTENDANT TRUCK DRIVER

DEFINITION: Under general supervision, receives, inspects, issues and stores supplies and equipment purchased by the district; picks up and delivers supplies, equipment and other items to district schools and offices; maintains assigned storage areas in a clean and orderly condition; and performs related work as required.

EXAMPLE OF DUTIES:

- Assists in unloading and storing incoming district supplies and equipment
- Assists in the inspection of incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies
- Assists in filling requisitions and marks order for delivery
- Loads supplies and equipment onto delivery vehicles
- Operates delivery vehicles over a predetermined route in making deliveries to various District schools, offices and other established locations
- Picks up and delivers office, custodial and cafeteria supplies
- May pick up and deliver emergency items or materials and equipment requiring immediate delivery
- Assists in conducting periodic inventories of materials, supplies and equipment maintained in the central warehousing facilities
- Assists in keeping shelves and other storage spaces in a clean and orderly condition and maintains cleanliness throughout central warehousing facilities
- Assists in maintaining various records relating to the receipt and delivery of supplies and equipment received, issued and delivered through the district's central warehousing facilities

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to one year of experience in receiving, storing and delivering supplies and equipment

Knowledge of:

- Warehousing procedures and methods associated with the receipt, storage issuance and delivery of various supplies and equipment
- Vehicle Code and the operation of motor vehicles
- Computers and the use of software applications

Skills in:

- Performing a variety of general warehousing duties related to receiving, issuing and storing school supplies and equipment
- Picking and delivering a variety of supplies, materials and equipment
- Understanding and carrying out oral and written instructions

Ability to:

- Establish and maintain effective working relationships with others

Licenses and Certificates:

- A valid California Driver's License

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

Subject to Reasonable Suspicion and Random Drug/Alcohol Testing

Environment:

Warehouse Environment.

Physical abilities:

Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items/materials from cabinets and shelves; climbing of stairs and ladders; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift objects up to 50 lbs. frequently; drive a motor vehicle safely.

M&O, Salary Range: 472

MT. DIABLO UNIFIED SCHOOL DISTRICT 8/81

Revised: 1/10/2019