

WAREHOUSE DELIVERY WORKER II

DEFINITION

Under supervision, to receive, inspect and store items for the District Office and school sites to include centralized receiving and delivery; to maintain District property control; and to do related work as required.

EXAMPLES OF DUTIES

Assist in receiving merchandise by matching it against the purchase order, verifying payment, and checking for damage; record and maintain records of all non-consumable items, verifying any loss due to fire or theft and physical control of District assets; store stock in proper warehouse areas; fill orders from requisitions; package, pick up and deliver items including textbooks; load and unload delivery vehicles; provide courier service within and outside the District; pick up cash deposits from school and other sites; report items that need reordering; maintain the warehouse in a clean and orderly condition; maintain necessary records of receipt and issuance of warehouse items; keep clear and concise computerized records of items shipped to vendors; assist in taking stock inventory; mark warehouse items with identifying codes as required; operate various equipment for handling and storing stock, including pallet jack and fork lift.

QUALIFICATIONS

Knowledge of

Central receiving objectives, principles, practices and procedures; routine procedures for receiving and issuing supplies and materials in a warehouse; traffic laws and safe driving practices; methods of packaging, wrapping and shipping packages; procedures for filing freight and damage claims; proper methods for storage of materials; truck loading; operation of simple office machines.

Ability to

Learn automated inventory and warehousing purchasing systems; utilize computerized mailing system; maintain work schedule with minimum supervision; assist in training other warehouse personnel in equipment and warehousing techniques; keep accurate records of warehouse transactions; operate a truck skillfully and safely; perform minor servicing of trucks; operate various types of equipment for handling stock, such as pallet jack and various fork lifts; after appropriate training safely use machines, equipment, and tools related to job duties; understand and follow written and oral directions; establish and maintain cooperative working relationships; maintain possession of a valid and appropriate California Driver's License and State Operator's License for Lift Trucks.

Experience

Two years of experience in warehousing and storage work involving the receiving, storing and issuing of supplies which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License; State Operator's License for Lift Trucks.

Board Approved: June 28, 1978

Revised: June 7, 1990

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