

**NUTRITION SERVICES
WAREHOUSE DELIVERY WORKER**

DEFINITION

Under general supervision, performs tasks related to the District Nutrition Services and distribution operation such as receiving, processing, and storing of all materials, supplies and equipment; driving a delivery vehicle; performing other related work as required and /or assigned.

ESSENTIAL DUTIES

- Transports money
- Monitors time for temperature sensitive foods
- Loads and delivers product including product that is time and temperature sensitive
- Drives a delivery vehicle to delivery and pickup sites, and loads and unloads the delivery vehicle in specified locations
- Works in subzero temperature and extreme heat
- Wraps, packs, prepares, loads and drives a delivery vehicle to pickup and deliver materials, supplies, and equipment to and from various locations
- Assists in tagging, processing and transporting Fixed Asset equipment
- Assists in maintaining a variety of warehouse and delivery related records
- Receives and processes delivery acknowledgment receipts
- Picks up recyclable materials daily
- Picks up and delivers surplus and/or transferred equipment
- Operates a variety of warehouse equipment, including forklifts, pallet jacks, (manual & electric) rolling carts, and hand trucks
- Assists in conducting warehouse inventory reviews and in maintaining inventory control procedures
- Reviews delivery vehicle service records and follows up with preventative maintenance and lubrication schedules

QUALIFICATIONS

Knowledge of: Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials, and equipment; simple record management procedures; vehicle service and maintenance requirements; safe working and vehicle / equipment operational practices.

Ability to: Effectively operate a delivery vehicle and participate in a receiving, storage and distribution operation; perform routine clerical tasks; perform moderately heavy manual tasks; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone and other communication devices
- Must possess the manual dexterity to operate equipment and use hand tools, and work with various objects and materials
- May be exposed to hot, wet, humid, or windy conditions caused by inclement weather
- May be required to work for long periods of time in sub-zero temperatures and extreme heat.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.