

**CHICO UNIFIED SCHOOL DISTRICT
DELIVERY WORKER**

DEFINITION

Under general supervision, to perform a variety of duties involved in picking up and delivering mail, supplies, equipment, food and other materials as assigned to and from various District sites; and to load, unload, stack and rotate supplies, equipment, food and other materials.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Pick up and deliver mail, supplies, equipment, food and other materials as assigned to and from various District sites, including district communications, books, furniture, files and other miscellaneous items.
- Load, unload, stack and rotate supplies, equipment, food and other materials using a truck, forklift, pallet jack or other warehouse or delivery-related equipment.
- Assist in filling requisitions and restocking shelves in warehouse; notify supervisor when stock levels are low and when shipping inconsistency, overages or shortages of items occur in stock received or on hand.
- Pick up money from sites and make bank deposits.
- Perform general clerical duties such as taking inventory and ordering supplies.
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area.
- Check condition of delivery vehicle before starting daily runs; make minor adjustments when necessary; report major vehicle repair or service needs to proper authority; clean and wash interior and exterior of vehicle as needed; maintain fluid levels such as gasoline, oil, and water.
- Pick up and deliver items to and from the warehouse and local vendors.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in assigned work area;
- Principles and procedures of record keeping;
- Basic mathematical principles;
- Safe driving principles and practices;
- State of California vehicle code.

Skill to:

- Operate forklifts, pallet jacks and other standard warehouse equipment;
- Operate a motor vehicle safely;
- Perform heavy manual labor;
- Lift, carry and move heavy equipment and supplies;
- Communicate professionally and effectively both verbally and electronically.

Ability to:

- Learn basic principles and practices involved in inventory taking and maintenance;

- Learn procedures and functions of storage and delivery;
- Learn location of District campuses and cafeteria facilities;
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Effectively wrap and pack articles for shipping and storage;
- Work independently in the absence of supervision;
- Perform routine maintenance on delivery vehicle;
- Perform accurate mathematical computations;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Successfully manage work time;
- Successfully complete forklift training.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of delivery driving experience is desirable.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Obtain a Class B California driver's license, if necessary.
- Obtain and maintain a Forklift Certificate by the 5th month of employment.

Conditions of Employment

- Must be at least 21 years of age.
- Possess and maintain proof of current automobile insurance.
- Insurability by the District's liability insurance carrier.
- Use of personal vehicle to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.