**Basic Function**
Under supervision, perform a wide variety of activities related to the processing, storage, distribution and moving of District supplies, materials, textbooks, mail, furniture and equipment.

**Major Duties and Responsibilities** (may include, but not limited to the following)
- Transport and deliver a variety of supplies and materials (ex: mail, print materials, equipment, furniture, foodstuffs, etc.).
- Store, organize and rotate stock utilizing proper storage methods and procedures.
- Prepare, pack and load mail, supplies, materials, products, and furniture for delivery.
- Load and unload delivery vehicles containing a variety of supplies, materials and equipment.
- Operate delivery vehicles, forklifts and other warehouse equipment.
- Do regular checks on warehouse vehicles for fluid levels, proper tire pressure and cleanliness; report potential safety issues or service needs.
- Maintain storage areas and warehouse equipment in a neat, clean, orderly and safe manner.
- Pull supply orders and perform periodic inventories; recommend items for re-order to maintain necessary materials and supplies on hand.
- Other related work as required.

**Qualifications**

*Knowledge of:*
1. Educational materials, supplies and equipment.
2. Warehouse operational methods, procedures, policies, rules and regulations.
3. Safe and proper loading and unloading of delivery vehicles.
4. Proper physical lifting techniques and use of warehouse equipment.
5. Correct English usage, spelling, grammar, punctuation and mathematical concepts.
6. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documentation.

*Ability to:*
1. Safely and appropriately operate the tools, equipment and technology necessary in the receipt, storage and distribution operations of the warehouse facilities.
2. Effectively operate a delivery vehicle.
3. Make accurate mathematical calculations.
4. Apply, interpret and explain policies and procedures.
5. Plan and organize work.
6. Establish and maintain cooperative and effective working relationships.
7. Work effectively as a team member.
8. Maintain documentation and records.
9. Meet schedules and timelines.
10. Communicate both orally and in writing in a clear and concise manner.
11. Read maps and schedules and adhere to route schedules.

EXPERIENCE
One (1) year of warehouse experience involving the storage and distribution of supplies utilizing warehouse equipment is required. Experience operating a mid-size delivery vehicle is desirable.

EDUCATION
High school diploma or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED
Successful completion of the District’s basic skills test. Possession of a valid California Class C Drivers’ License and proof of insurance are required. Possession or ability to obtain a valid forklift certificate within 60 days. Must pass Employee Entrance Evaluation.

WORKING CONDITIONS
Environment:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor, outdoor, office and warehouse environments.

Physical Abilities:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:
- Lift, carry, push and/or pull items up to a maximum of 60 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.

Hazards:
Working with machinery, tools, electrical and motorized equipment, chemicals, and in temperatures associated with a warehouse and food distribution environment; driving for extended periods of time; contact with abusive or dissatisfied individuals is possible.