



SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

**CLASS TITLE:** Warehouse/Delivery Worker  
Senior Warehouse Worker

CLASS CODE: 518  
CLASS CODE: 512

**CHARACTERISTICS OF THE CLASS:**

This series describes two classes used to perform tasks in warehouse operations.

**Warehouse/Delivery Worker**

Under general supervision, receives, sorts, stores, issues and delivers mail and school, office, maintenance, food and cafeteria supplies and equipment; drives a light truck to pick up and deliver mail, supplies and equipment; moves furniture, equipment and related items; performs other related duties as required.

**Senior Warehouse Worker**

This is a working level position. In addition to the duties described below, incumbent assigns, inspects and directs the work of subordinate employees; directs the storage location of warehouse supplies; orders warehouse supplies on open purchase orders as needed; may compile weekly and monthly reports of warehouse operations; performs related duties as required.

**EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).

Receives, unloads, and inspects incoming materials for conformity to purchase order and bill of lading; fills requisitions for all office and school supplies, equipment, textbooks, maintenance items and cafeteria supplies, including perishable, frozen food, and vending machine items; sorts, packs and loads books, mail, food, supplies, materials and equipment; operates forklift, pallet jack, light truck and other related equipment; loads and delivers material and equipment to district sites, maintenance areas, business offices, state and city offices and banks and vendors; follows scheduled delivery routes or delivers to specific sites/work areas as directed; shelves, stores and rotates stock and inventories items; maintains stock bins and storage areas in a neat, clean and orderly manner; performs preventative maintenance to vehicles and equipment such as checking gas and oil levels, battery fluid, tire pressure and keeps vehicles clean; sets postage meter to stamp mail and register count of postage; moves furniture, equipment, supplies and other materials as requested from site-to-site or within a department/site; may receive, collect, count and transport money; may stock site vending machines and log/record inventory levels, sales and/or cash deposits; and may place vending re-orders, may make machine repairs; keeps a record of all registered, certified and insured mail; initiates tracer for insured mail that was not delivered; makes postage meter adjustments to meet current US Post Office criteria; reads postal bulletins and is aware of current postal rates for educational material, library rate, book rate, first and third class mail rates; completes form to bill district schools/departments for excess mail processing; answers questions and advises personnel as to postal rates and regulations; wraps and ties parcels and boxes for shipment; performs a variety of clerical duties related to department activities; receive, sort, and file warehouse/shipping/receiving documents and records according to predetermined classifications; operates a computer, related software, and standard office equipment; prepares and maintain accurate records and reports related to inventory control and department costs; maintains warranty records and returns defective items; communicates with department staff, vendors, and

other outside agencies to exchange information and resolve issues or concerns; answers the telephone, correspondence and email, and provides information as required.

**QUALIFICATIONS:**

Education and Experience:

Any combination of experience in delivery work, warehouse work, driving a light truck and operating a forklift.

Knowledge and Abilities:

Knowledge of the methods and practices of storing, handling, wrapping and shipping letters, parcels, materials, supplies, equipment and food stuffs,

Knowledge of space utilization and parking a vehicle;

Ability to read road maps, labels and route schedules;

Knowledge of safety practices and vehicle load capacity;

Ability to lift and move heavy objects;

Ability to operate a forklift and drive a light truck;

Ability to do filing and keep simple records;

Ability to follow oral and written direction;

Ability to count and do general math calculations;

Ability to read and understand postal bulletins;

Ability to sort and compare names and numbers rapidly and accurately;

Ability to establish and maintain effective working relationships with other employees and the public;

\*Ability to plan and direct the work of other employees.

Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

\*Senior Warehouse Worker only.

**WORKING CONDITIONS:**

Work Environment:

Indoor office and warehouse environment; drive a vehicle to conduct work; continuous contact with staff.

Typical Physical Characteristics:

Communicates to exchange information both in person and on the telephone; inspect requisitions, shipping lists and other documents with fine print; operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard; detects defects in shipments and inventory; transport or move objects up to 75 pounds; work atop ladders or scaffolding; move about kitchen, warehouse and facilities to conduct work.

Hazards:

Exposure to machinery with moving parts.

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