

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

TRUCK DRIVER -STORES

Title:	Truck Driver -Stores	Reports To:	Director of Student Nutrition Services, Warehouse and Reprographics or Designee
Department:	Purchasing/Stores	Work Year:	260 Days per year
Classification:	Classified	Salary	Range 8 of the Classified (CSEA) Salary Schedule
Board Approval			

DESCRIPTION OF POSITION:

The Truck Driver -Stores, under the direction of the Director of Student Nutrition Services, Warehouse and Reprographics or designated employee, drives and operates motorized equipment to transport merchandise, food, supplies, mail and equipment. Performs such manual and clerical duties as necessary for receiving food, storage and distribution of food, merchandise, mail, supplies and equipment.

REPRESENTATIVE DUTIES:

- Drive motorized vehicles, including a forklift. *E1*
- Make pickups and deliveries of food, merchandise, supplies, materials, mail, equipment and/or workers to and from schools, departments, or other assigned locations within or out of the district's boundaries.

E

- Perform duties related to loading or unloading with or without helpers. E
- Check and inspect goods and equipment received and shipped. E
- Store materials in an efficient manner. E
- Assist other workers as needed. E
- Maintain assigned vehicles in a daily safety check. E
- Maintain clean and safe work areas. E
- Perform other related duties as assigned

EDUCATION AND EXPERIENCE:

- High school diploma.
- Minimum of one year full-time paid experience in operating motorized vehicles and equipment as required by job assignment.

LICENSES AND OTHER REQUIREMENTS:

- Must have appropriate, valid California Driver's license and be insurable by the District's carrier.

E = Essential duties as required by the American Disabilities Act

KNOWLEDGE, SKILLS AND ABILITIES:**KNOWLEDGE OF:**

- Safe operations of motorized equipment
- The State of California Vehicle Code, particularly in the areas of lawful driving, legal weight, and height of loads.
- Procedures for warehousing and storing materials.

ABILITY TO:

- Operate a variety of motorized vehicles and equipment skillfully and safely.
- Follow oral and written instructions.
- Work cooperatively with others.

PHYSICAL REQUIREMENTS: Frequency Key - None (1); Occasional -up to 25% of shift (2);
Intermittently –up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	4
Twist	3	Lift/carry 11-25lbs	4
Squat	2	Lift/carry 26-40 lbs	3
Kneel	2	Lift/carry 41-100 lbs	2
Climb	2	Stand	3
Reach above shoulder	3	Walk	3
Grip/Grasp	4	Sit	3
Extend/Flex Neck	3	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	2
Use Left Hand	4	Keyboarding/Mouse Work	1
Ability to See	4	Ability to Hear	3

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is in compliance with ADA requirements.

Approved by: _____ Date: _____
Mel Jordan, Assistant Superintendent
for Administrative Services