

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**WAREHOUSE/DELIVERY DRIVER**

**Purpose Statement:**

The job of Warehouse/Delivery Driver is done for the purpose/s of maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organizing warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

**Essential Functions**

- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Drives vehicles (e.g. truck, van, forklift. etc.) for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains various files and records (e.g. inventory, schedules, requisitions, etc.) for the purpose of documenting activities and providing materials and reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests, documents, mail, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Stocks equipment and supplies for the purpose of maintaining required inventory levels.
- Transports a variety of items (e.g. prepared food items, pick up/delivery outdated equipment/furniture; records/files, supplies, equipment, materials, etc.) for the purpose of receiving and/or delivering materials as required.
- Unloads stock and non-stock items for the purpose of distributing shipments to assigned site locations and/or individuals.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: warehouse procedures and methods; stock identification and rotation; inventory techniques; warehouse equipment; cold storage food handling; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment, in working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; adapting to changing work priorities; and communicating with diverse groups.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 16