



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
District Delivery Driver

JOB DESCRIPTION

ESSENTIAL FUNCTION:

Under general supervision, to perform a variety of duties related to receiving, inspecting, processing, and storing materials, supplies and equipment; to load, unload and drive a delivery vehicle to pick up and deliver supplies, material, equipment, U.S. and intra-district mail; may pick up and deliver cash and bank deposits.

To perform cleaning and custodial functions at assigned site(s) and perform routine maintenance duties in the upkeep of District buildings and facilities.

DIRECTLY RESPONSIBLE TO:

Director of Business Services
Maintenance Supervisor
Food Services Coordinator

IMMEDIATE SUBORDINATES

None

EXAMPLES OF DUTIES

- Assists in receiving, processing, and storing supplies, material, and equipment
- Drives a delivery vehicle on an established route meeting required timelines; loads and unloads the delivery vehicle at specified locations, delivers food and supplies to school sites
- Operates a variety of warehouse equipment including pallet jack, and hand truck
- Assists in taking periodic inventories; sorts, shelves, arranges and stores supplies and equipment
- Assists in maintaining the warehouse/storehouse in a clean and orderly condition
- Maintains records of outgoing shipments/supplies
- Retrieves mail and other documents from county office of education
- Sorts mail for delivery to school and departments
- Restocks shelves and rotates food and supplies in freezers, refrigerators and the warehouse dry storage area
- Transports and deposits cash receipts from school sites
- Maintains, cleans and keeps free from safety hazards, an assigned group of offices and buildings
- Sweep, dust, mop, clean and maintain assigned areas with all applicable equipment in a clean, healthy and hazardous free condition
- Completes minor maintenance repairs and painting
- Performs other assignments as may be given by the appropriate administrator or supervisor

QUALIFICATIONS

Knowledge of:

- Basic methods of receiving, storing and shipping packages, supplies and equipment
- Simple record-keeping
- Safe working and vehicle operation practices
- Current custodial methods and procedures, cleaning materials, and proper use

Ability to:

- Safely operate, load, and unload a delivery vehicle
- Learn the geography of the district and school locations
- Operate warehouse equipment skillfully and safely
- Perform routine clerical tasks and maintain simple records
- Perform heavy manual labor, lift, carry, push, and pull heavy objects up to 50 pounds
- Bend, stoop, reach, twist, and grasp
- Work at heights
- Standing and walking for extended periods
- Understand and carry out oral and written instructions in English
- Vision to assure proper and complete cleaning
- Dexterity of hands and fingers to operate power-cleaning equipment
- Use a computer for data entry and sending and receiving email correspondence
- Establish and maintain effective organization, community, and public relationships
- Work well under pressure, meeting multiple deadlines
- Demonstrate cooperative behavior with supervisors and colleagues

Education/Experience:

- Completion of twelfth grade or equivalent (GED)
- Any combination of training and experience equivalent to one year of experience to demonstrate the knowledge and abilities listed above
- Knowledge of custodial and light maintenance techniques

Requirements:

- Pass fingerprint clearance before employment
- Complete pre-employment verification offer to document evidence of physical fitness and capacity to perform all responsibilities before employment
- Possess a valid California drivers' license
- DMV printout required
- May necessitate eligibility to be bonded

Physical Abilities:

Ability to lift/move objects weighing up to 50 pounds; standing and walking for extended periods; bending at the waist; pushing, pulling, carrying, twisting/turning; climbing ladders; vision to assure proper and complete cleaning; and dexterity of hands and fingers to operate power cleaning equipment

WORKING ENVIRONMENT

School setting, indoor and outdoor work, may require weekend and holiday work, occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. Noise level in work setting is moderate.

SALARY AND WORK INFORMATION

Classified Salary Schedule: District Delivery Driver
Work Year: 261 Days, twelve (12) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.