

**RIVER DELTA UNIFIED SCHOOL DISTRICT
DELIVERY WORKER**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To pick-up and deliver mail, supplies and equipment throughout the District; to deliver meals to the schools; to pick up and deliver supplies and materials from outside sources and vendors; and to perform related duties and responsibilities s required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Director of Maintenance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Receive equipment, materials supplies and orders from outside and commercial vendors; deliver to school sites; load and unload material.
2. Deliver lunches and nutritional snacks to school sites.
3. Collect, sort, and deliver mail for all school sites and District office; deliver mail and reports to and from Sacramento County Offices.
4. Maintain inventory of supplies and equipment delivered and in stock.
5. Fuel vehicle; perform pre-trip inspections of delivery vehicle; check fluid, tires, lights, and other equipment.
6. Receive cash deposit from District offices.
7. Assist in District office daily operations, including requests from employees and public inquires.

Marginal Functions:

1. Maintain cleanliness of office area.
2. Assist in minor maintenance activities, and a variety of utility tasks related to equipment, transportation and facilities.
3. Assist in maintaining fixed assets inventory records.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods used in inventorying supplies and material.

Record keeping methods and techniques, including operation of a personal computer.

Standard safety precautions.

Ability to:

Lift, move, sort, and store objects.

Follow oral and written directions.

Read and write at a level necessary for job performance.

Operate motorized vehicle in a safe manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Previous experience in warehousing distribution services is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions:

Office and field environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, bending, or sitting for prolonged periods of time; moderate to heavy lifting; operating motorized equipment.