

JOB DESCRIPTION

JOB TITLE: Warehouse Delivery Driver

Report Identification Code: edmwhd

Job Purpose Statement: The job of "Warehouse Delivery Driver" is done for the purpose of transporting orders over designated routes; ensuring safe operation of vehicles; loading and unloading orders; and assisting in completion of warehouse functions.

Essential Job Functions:

- * **Cleans** warehouse for the purpose of maintaining an organized layout and safe work environment.
- * **Conducts** physical inventory count for the purpose of verifying warehouse stock counts and identifying losses.
- * **Monitors** inventory stock levels for the purpose of notifying departments to ensure adequate stock levels.
- * **Performs** essential job functions of Warehouse Coordinator as required for the purpose of ensuring continuity and completion of all aspects of warehouse functions.
- * **Prepares** food, paper/office and custodial supply orders for the purpose of ensuring accountability and providing required materials for district operations.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Schedules** preventive maintenance on delivery vehicle for the purpose of ensuring safe operating conditions and prolonging life of vehicle.
- * **Transports** audio/video (AV) equipment for the purpose of delivering equipment for repair and/or return to use location to ensure working order and availability.
- * **Transports** supplies, materials and equipment for the purpose of delivering items promptly to designated areas.
- * **Restocks** shelves for the purpose of safeguarding supplies and providing up-to-date information of the status of supply quantities.
- * **Communicates** with school personnel for the purpose of providing information to effectively run school programs.

Other Job Functions:

- * **Assists** other personnel as required for the purpose of supporting them in the completion of their work activities.
- * **Attends** meetings as required for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience.

* **Skills, Knowledge and/or Abilities Required:**

Skills to: operate utility vehicle in a safe manner; operate material-handling equipment and tools; operate fork-lifts, pallet jacks and similar equipment; perform basic arithmetic calculations; operate standard office equipment including pertinent computer applications; and use English in both written and verbal form to communicate effectively with staff and delivery drivers.

Knowledge of: safe driving practices; methods of receiving, storage, and delivery of materials; and methods of materials handling.

Abilities to: understand and carry out verbal and written instructions; read maps and schedules; adhere to route schedules; adhere to safe work practices; maintain written records; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; perform a variety of tasks; adjust to flexible work assignments; work under time constraints; and meet deadlines and schedules.

Significant physical abilities include walking/driving for prolonged periods, frequently lifting up to 50 pounds; carrying/ pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, far visual acuity/depth perception/visual accommodation/field of vision; able to work in confined areas.

* **Education Required:** High school diploma or equivalent

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; certified as a fork-lift operator; possession of a Class B Commercial Driver's License (CDL) without an airbrake restriction; ability to pass a Department of Transportation (DOT) physical and drug/alcohol testing clearance.