

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2012
RANGE: 40.0
CLASSIFIED
CODE: 2, 3, 7, 9

WAREHOUSE/DELIVERY WORKER

DEFINITION

Under general supervision, to receive, store, and deliver a variety of warehoused supplies, materials, and equipment;

to perform a variety of record and inventory control functions pertaining to warehouse and distribution operations;

to do other related work as required.

EXAMPLES OF DUTIES

Receive goods, materials, and supplies and check them against purchase orders and delivery documentation to ensure correctness of merchandise and proper condition;

store received goods, materials, and equipment in specified areas;

may fill warehouse requisitions and orders and complete the necessary clerical functions;

package items and prepare them for delivery;

load, unload, and operate a delivery vehicle;

maintain warehouse areas in a neat, orderly, and secure condition;

may review warehouse stock on a continuing basis and report items which have reached a specified reorder point;

may label and mark warehouse items utilizing a predetermined classification and identification system;

maintain a variety of warehouse related files and records;

operate warehouse equipment, such as a forklift, pallet jack, and hand truck.

QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques pertaining to the receiving, distribution, and control of goods, materials, supplies, and equipment;

routine record management processes;

safe working methods and procedures.

Ability to:

Effectively and efficiently receive, store, and distribute warehouse goods, materials, and supplies;

perform routine clerical and moderately heavy manual functions;

lift 50 pounds;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of experience in a warehouse distribution operation, including the operation of a delivery vehicle.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/21/15

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