



POSITION OPENING

JOB TITLE: Warehouse Driver

REPORTS TO: Warehouse Manager

UNIT CLASSIFICATION: American Federation of Teachers (AFT)

The Warehouse Driver performs all functions related to the movement of food, mail, warehouse supplies and equipment for the school district. The person in this position is accountable to the Nutrition and Warehouse Services Director.

ESSENTIAL FUNCTIONS

1. Operate equipment (e.g. delivery vehicle, fork lift, pallet jacks, etc.) for the purpose of transporting items in a safe and efficient manner.
2. Transports and delivers a variety of items to District specified recipients (e.g. mail, boxes, packages, equipment, food, supplies, mail, furniture, instructional materials, print shop items, etc.) for the purpose of distributing items from internal or external sources over scheduled and/or unscheduled routes to assigned locations and/or individuals.
3. Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
4. Load trucks and safely deliver warehouse goods or other items to schools and other requested facilities, maintaining the delivery schedule established by supervisor.
5. Receive deliveries of supplies and equipment for the purpose of ensuring specifications, quantity, and quality of orders are correct.
6. Process work orders (equipment and furniture moves, special functions, etc.) for the purpose of completing projects within budget and in a timely manner. Respond to work orders to clarify or provide additional information and/or refer to the appropriate personnel.
7. Pick up and store District archives and assets at warehouse location.
8. Monitor and maintain inventory of frozen and refrigerated products.
9. Maintain inventory control records and complete physical inventory of warehouse as scheduled.
10. Securely transport deposits from school locations to depository.

11. Assure the warehouse is maintained in a clean and orderly fashion for the purpose of maintaining an organized layout and safe work environment.
12. Perform vehicle inspection daily to ensure equipment is in safe operating condition. Report all needed truck and equipment maintenance and repair needs. Maintain clean vehicle both inside and out.
13. Secure warehouse when leaving each day
14. Communicate, collaborate and cooperate effectively with colleagues, supervisors, staff, students and visitors.
15. Prepare documentation (e.g. inventory forms, inspection forms, money logs, temp logs, etc.) for the purpose of providing written support and/or conveying information.
16. Maintain regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
17. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Valid Washington State Driver's License.
2. High School Diploma or equivalent.
3. Experience and ability to operate 2 1/2 ton and/or smaller truck, forklift and pallet jack
4. Meet District's insurance company's eligibility standard, i.e., Driving Safety record
5. Able to lift and carry 60 pounds repeatedly while using proper lifting techniques.
6. Able to walk and stand for prolonged periods.
7. Able to understand and carry out oral and written instructions, maintain written records and handle confidential information.
8. Able to drive for extended periods and adhere to route schedules.
9. Knowledge of safe driving practices, safe vehicle operation techniques and safe loading and unloading practices
10. Basic computer and smart phone skills
11. Three years recent experience as a delivery driver or other related experience
12. Cultural Competency; ability to effectively work with diverse populations.

EMPLOYMENT INFORMATION

Benefits: Consistent with the AFT Agreement.