



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Delivery Driver

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, operates a cargo van or truck with a lift gate; loads and unloads supplies, equipment, mail and food service items to designated locations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Delivery Driver performs a variety of delivery-related tasks and duties including loading and unloading a truck with prepared food items and mail. Work is performed with established schedules, procedures and standards.

This position is directly responsible to the Director of Food Services or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed.
2. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
3. Loads and delivers items to District schools and facilities on a routine and as-needed schedule; loads, unloads and balances cargo in vehicle, which may or may not have a mechanical lift; delivers food items utilizing a hand truck, forklift, pallet jack and/or dolly; may need to carry loaded bins and other materials up and down steps and through doors; reports any damage or spillage to supervisor.
4. Collects dollies, baskets, lunch receipts and paper work after lunch from various locations; picks up and delivers packages and other supplies.
5. Receives deliveries and performs visual and physical inspections of supplies and equipment for quality, quantity and correctness; may assist in unloading delivery trucks; checks and verifies delivery items received against packing slips and purchase orders.
6. Assists in maintaining cleanliness and sanitary condition of food services' shelves, storage areas and within the delivery vehicle.
7. Performs basic driver maintenance on delivery vehicle including pumping gas, cleaning windshield and checking air pressure on tires; reports any maintenance or repairs needed to supervisor.
8. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Safe driving practices and techniques.
2. Safe and proper methods of handling, loading, securing and unloading food, material, supplies and equipment.
3. Local area streets and freeways and location of District schools and facilities.
4. Basic warehouse storage and procedures.
5. Basic English.
6. Basic computer operations.

Ability to:

1. Safely operate a cargo van or truck on city streets and freeways.
2. Read maps to make deliveries quickly and efficiently.
3. Properly and safely operate equipment used to move and store food and other types of cargo.
4. Perform minor maintenance repairs as assigned.
5. Prepare and maintain basic records accurately.
6. Operate a computer related to area of assignment.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and one year of driving a private or commercial delivery vehicle or working in a warehouse; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a warehouse environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on uneven or slippery surfaces; near moving equipment; and near heavy traffic. The employee is occasionally exposed to toxic or caustic chemicals. The employee is frequently exposed to loud or prolonged noise from equipment.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing