



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

DELIVERY DRIVER

JOB SUMMARY

Under general supervision, to pick up and deliver warehouse supplies, district mail, books, audio-visual and media materials; load and unload delivery truck; to assist in general store keeping activities; load, deliver and unload prepared foods and food containers to various schools according to pre-arranged schedules; pick up and deliver food related products; assist in maintaining stock in order at District warehouse and Nutrition Center; maintain assigned vehicle; assist in the maintenance of cafeteria equipment and food service facilities; any driver may be required to assist in the District's central supply warehouse or Nutrition Center on an "as needed" basis; and at critical times may be required to assist in another driver's primary area of responsibility; and to do other related work as may be required

ESSENTIAL FUNCTIONS

- Duties generally performed by incumbents reporting to the Director of Business Services;
- Make a daily mail pick-up at the Post Office;
- Sort in-coming mail in preparation for delivery;
- Make several scheduled runs daily to in-city schools to deliver mail;
- Pick-up mail to be processed and taken to the Post Office for mailing, including processing and preparing mail for special delivery such as registered and certified letters, packages and metering letters;
- Deliver and pick up films and other audio-visual equipment and materials;
- Deliver monies to the bank for deposit;
- May deliver agendas to Board members, warrants to employees, and other special deliveries as may be needed;
- May make periodic runs to deliver textbooks and other items and materials;
- May make special trips to local stores to buy or pick up equipment and supplies;
- Drive a delivery vehicle in delivering prepared foods from central kitchen to various schools following a pre-determined schedule;
- Load and unload containers, hot carts and utensils and makes proper distribution;
- Assist in maintaining food, paper goods and frozen food storage areas;
- Shelve, store and rotate supplies and assist with inventories;
- Delivery of prepared foods, may set up a kitchen, serve food to students and clean up;
- May record daily lunch and ice cream sales and count lunch tickets;
- Clean kitchen equipment, work and floor surfaces, general facilities, and storage areas;
- May perform general warehouse duties and direct the substitute delivery driver;
- Regularly wash, maintain and service their assigned vehicle;
- During "down" times drivers may be required to assist in the warehouse.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Techniques and methods for establishing and maintaining delivery routes and schedules;
- Safe driving practices and operation of light and/or medium duty delivery trucks;
- School District and the location of schools and offices;
- Appropriate methods for lifting and loading supplies and equipment;
- Proper operation of forklifts, hand trucks and dollies.

ABILITY TO:

- Maintain tight delivery schedules without close supervision;
- Drive and operate a light and/or medium duty delivery truck safely and in conformance with State Laws;
- Learn school and District office locations and geography of the District and adjust schedule accordingly;
- Keep required records;

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DELIVERY DRIVER
(Continued)**

EMPLOYMENT STANDARDS

- Respond appropriately to direction and changes in work setting;
- Organize tasks, set priorities, maintain established pace;
- Work with minimal supervision;
- Manage multiple tasks
- Perform repetitive tasks;
- Learn various mailing and postage regulations;
- Learn warehousing procedures relating to the receipt, storage and issuance of goods and supplies used in the District;
- Follow written & verbal instructions, and schedules
- Understand and follow oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION:

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

EXPERIENCE:

Six (6) months experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions.

REQUIRED LICENSES AND/OR CERTIFICATES

- Must possess an appropriate and valid California Driver's License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands: Sit, stand, walk, drive, bend, stoop, squat, reach, push/ pull (rollers & dollies), climb, twist, look up/ down, (occasionally); kneel (infrequently); lift/ carry items up to 40 pounds (occasionally); lift/ carry to 75 pounds (infrequently); grasp & operate supplies/ equipment/ lift gate (occasionally); use seeing, hearing & speaking.

Working Conditions: Regular driving over mountain roads requiring driving under all types of weather conditions and exposure to: seasonal temperature (to 100°), dust & wind, traffic fumes and mechanically operated equipment. Job requires understanding of proper methods for lifting and carrying, loading and unloading supplies and equipment.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Bargaining Unit Position