

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: OCD WAREHOUSE OPERATOR/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Director of the Office of Child Development, participate in the various operations of the Office of Child Development; receive, inspect, store and deliver food, supplies and equipment; maintain the inventory storage and control system; prepare food, supplies, equipment and other materials for delivery; drive a District vehicle to pick up and deliver food, supplies and equipment to District sites; research and resolve a variety of storeroom, warehouse and delivery issues.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate in the various operations of the Office of Child Development, including receiving, inspecting, processing and issuing of food and supplies; operate a computer to enter data into an automated inventory system.

Unload and/or receive shipments; inspect shipments to ensure compliance with purchase order specifications and quantities; authorize receipt of warehouse deliveries; identify and report shortages, damaged goods and other discrepancies; contact vendors to resolve problems with shipments as necessary; prepare damaged, excess or incorrect items for return to vendors.

Coordinate with teaching staff and central kitchen regarding the delivery of food and supplies for use at the pre-school and elementary schools.

Receive requisitions for food and supplies; locate, pull and prepare food and supplies for issuance or delivery; load District vehicle and deliver food, supplies and other materials to appropriate sites.

Plan, evaluate and lay out storeroom/warehouse storage areas and shelf arrangements; arrange, rotate and store food, supplies and materials in appropriate locations; ensure that inventory levels comply with department requirements.

Operate warehouse equipment and vehicles including a District vehicle, forklift, manual lift, pallet jack and hand truck; maintain District vehicles and equipment in proper working order.

In order to ensure food safety, date-mark and label food products and supplies; prepare and maintain food safety records related to delivery and storage of food and supplies.

Communicate with Director to establish storeroom/warehouse systems and procedures; provide recommendations regarding these systems and procedures; implement changes and revisions to storeroom/warehouse operations.

Update inventory records as needed; assist in perpetual and periodic inventory activities as required.

Ensure that the storeroom/warehouse facility is maintained in a safe, clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.

Operation of a computer and assigned software.

Materials, equipment and supplies used in a school district food service operation.

Methods of establishing and monitoring delivery routes and schedules.

Record-keeping techniques.

Operation of a truck, fork lift, pallet jack and other warehouse equipment.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Participate in the various operations of the Office of Child Development.

Receive, inspect, store and deliver food, supplies and equipment.

Maintain the inventory storage and control system.

Prepare food, supplies, and equipment for delivery.

Ensure compliance with applicable safety practices.

Maintain appropriate stock levels.

Establish and maintain effective inventory and warehouse procedures.

Learn policies and objectives of assigned warehouse activities.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Plan, organize and lay out work.

Meet schedules and time lines.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in a warehouse facility including distribution and stock control.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse, freezer, refrigerator and outside environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects.
Dexterity of hands and fingers to operate a computer keyboard and various warehouse equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Heavy physical labor.
Seeing to read a variety of documents.
Climbing ladders to reach supplies and equipment.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working around and with machinery having moving parts.
Working at heights.