

LIBERTY UNION HIGH SCHOOL DISTRICT
SUPPLY CLERK/DRIVER

DEFINITION

Under general supervision, pick up and deliver mail, school supplies and other materials and/or equipment; assist in the receiving, storing, and issuing of supplies, materials and equipment; perform related work as required.

EXAMPLES OF DUTIES

Drive a delivery vehicle, delivery truck or van, to pick up and deliver intra-district mail, equipment and furniture; load and unload and store incoming supplies, equipment and furniture; inspect incoming supplies, equipment and furniture for conformity to purchase orders and packing lists and report shortages, damages and other discrepancies; collects, sorts and delivers mail, materials, supplies and equipment to appropriate sites according to established routine, and school lunches; may pick up or deliver emergency items requiring immediate attention; conduct periodic inventories of materials, supplies and equipment maintained in the central warehousing facility and at various district sites; maintain various records relating to the receipt and delivery of materials, supplies, furniture and equipment; perform related duties as required.

QUALIFICATIONS

Knowledge of:

Warehouse procedures, requisitions, purchase orders, invoices, receipts, and the use of each;
Methods used in receiving, storing, recording and issuing supplies and equipment;
Safe driving practices and traffic laws;
Safe and efficient procedures of loading and unloading delivery vehicles.

Ability to:

Safely operate vehicle in accordance with traffic regulations;
Read and write at a level sufficient to perform required duties;
Make accurate mathematical calculations;
Establish and maintain accurate records and prepare reports;
Operate a variety of machines and equipment including van, truck, forklift, hand-trucks, furniture dollies, platform dollies, pallet jack, duplicating machine;
Understand and carryout oral and written instructions;
Establish and maintain cooperative relationships with those contacted in the course of work.

Physical Demands:

Ability to stand, bend, twist, reach, grasp, stretch, climb, balance, kneel, sit, crouch or squat, push, pull or drag; continuously lift and carry objects weighing approximately 10 lbs. (i.e. invoices, paperwork, etc.); routinely lift and carry objects weighing approximately 50 lbs. every day; occasionally lift and carry objects weighing approximately 70 lbs. (i.e. boxes of supplies, computer paper, furniture, equipment, 5 gallon bucket or 4 gallon case of floor wax, etc.); tolerate exposure to temperature extremes.

Experience:

One year of experience in office or clerical work and/or one year of experience in operation of large truck or van.

Education:

High school diploma or equivalent.

License requirement:

Valid California Driver's License; DMV Driving Record Certificate H-6; Ability to obtain a forklift operator certificate within probationary period and maintain during term of employment. Individuals who hold this position will be subject to District drug testing requirements.

Other:

Must pass and maintain satisfactory results of the Post Offer, Pre-Placement Physical Evaluation Program (PEP). This physical strength test demonstrates a minimum level of strength to perform the essential functions of the job.