



Job Description: Delivery Worker

Under the direction of the site or District administrator, the Delivery Worker strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Delivery Worker delivers pre-packed meals from the central kitchen; picks up and delivers mail and packages to district facilities; assists in warehouse tasks; delivers for other departments as directed; and performs other duties as assigned.

Major duties and responsibilities:

- Delivers packages, mail, food, and other related supplies to district sites, using various standard vehicles, up to and including large delivery trucks
- Ensures that packages and other deliveries are properly accounted for and tracked
- Responsible for receiving and processing multiple package deliveries up to and including large freight shipments
- Generates and fills site supply orders
- Has the ability to access/ respond to emails
- Assists with the perpetual inventory cycle counting program and year-end physical inventory as needed
- Assists or works independently with the maintaining, rotation, restocking, and issuance of all warehouse stores and food service products.
- Establishes schedules
- May assist in the preparation and serving of student lunches as needed
- Sets and maintains standards of efficiency and sanitation
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of traffic rules and regulations
- Knowledge of delivery procedures
- Knowledge of shipping and receiving procedures
- Knowledge of packaging of materials
- Knowledge of handling various types of materials
- Knowledge of safe food handling practices
- Knowledge of basic kitchen utensils and equipment
- Knowledge of safe forklift operation practices
- Knowledge of basic computer skills
- Knowledge of the location of district facilities and geography of the district



- Ability to safely drive a truck and operate a forklift
- Ability to establish and maintain cooperative and effective working relationships
- Ability to understand and take directions.

Supervision/Evaluation:

Under the supervision and direction of the site or District administrator.

Education and Experience Required:

- One year of delivery experience preferred
- High school graduation or equivalent
- Valid California driver's license; Forklift operators permit will be required.

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels
- Temperature extremes
- Regular exposures to chemicals, fumes, and dust
- Driving a vehicle to conduct work
- Work around foul odors
- Work from heights including roofs
- Exposure to cleaning agents and chemicals
- Work on ladders and from high-reach equipment
- Working around and with machinery having moving parts
- Emergency call out
- Exposure to high voltage and electrical shock.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time



- Able to push and/or pull a variety of tools and equipment weighing up to 80 pounds
- Able to lift up to 80 pounds frequently
- Able to carry up to 80 pounds frequently
- Able to stand on hard flooring for sustained periods of time
- Able to walk on hard flooring for sustained periods of time
- Able to push and /or pull a variety of tools and equipment
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies
- Visual capability to observe
- Able to move around school environment independently
- Able to sustain strenuous manual labor for 8 hours with legal breaks and lunch
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation
- Able to sense odors to make an assessment/judgment of a situation.
- Able to work at various elevated heights in a safe and effective manner
- Able to work in restricted spaces in a safe and effective manner
- Able to use fine manipulative hand tools
- Able to operate a variety of powered and manual equipment commonly found in janitorial custodial services in a safe and effective manner.