

## **Driver/Warehouse Worker I - Maintenance**

### **Purpose Statement**

The job of Driver/Warehouse Worker I - Maintenance is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for pulling and loading orders for Nutrition Services delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to Operations Manager

### **Essential Functions**

- Delivers a variety of items (e.g. supplies, commodities, food, etc.) for the purpose of distributing materials to the nutrition services in the district.
- Maintains manual and electronic files and records (e.g. nutrition services inventory, commodities, expiration dates of products, etc.) for the purpose of documenting activities and providing reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using

standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting deadlines and schedules; performing "medium work" defined as: exerting 20-50 pounds of force occasionally, and/or up to 10-25 pounds of force frequently, and/or greater than negligible and up to 10 pounds of force constantly.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Physical Capacity Assessment

**Certificates and Licenses**

Driver's License & Evidence of Insurability□

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**