DEFINITION:

Under general supervision, to receive, store, issue and deliver school supplies and equipment; to maintain the District’s warehouse supplies and materials; to pick up and deliver supplies and mail; and to do related work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Receives and signs for materials, equipment and supplies delivered on purchase orders.

2. Inspects incoming materials, equipment and supplies for conformity to purchase order, reporting shortages, damages and other discrepancies.

3. Maintains supply of Central Stores stock on shelves.

4. Fills Central Stores requisitions, packages and marks orders for delivery.

5. Receives calls and visits from school and maintenance yard.

6. Loads truck with orders and drives truck in delivery of orders to the proper campus.

7. Collects and delivers mail.

8. Picks up laundry at various points on each campus.

9. Sorts and counts materials picked up.

10. Pickup and deliver Board packets to Board members.

11. Pickup and deliver bank tapes.

12. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Warehouse procedures, requisitions, purchase orders, invoices and delivery slips and the use and meaning of each.

2. Methods used in receiving, storing, issuing and keeping records of supplies and equipment.

3. Proper and safe use of material handling equipment.
Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Operate a delivery truck safely.

5. Properly and safely use material handling equipment.

6. Follow oral and written directions and to keep simple records.

7. Follow a prescribed routine independent of close supervision.

8. Exercise sound judgment in knowing when to refer questions to higher authority for decision.


10. Establish and maintain cooperative relationships with those contacted in the work.

Experience:

1. One year of experience in driving a delivery vehicle, with public contact responsibilities, including or supplemented by some stock or storekeeping work.

Education:

1. Equivalent to completion of the twelfth grade.

Certification:

1. Possession of a valid, appropriate California operator's license issued by the State Department of Motor Vehicles.

Date Approved: March 1993
Range: L-41
EEO-Category: H-70