



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Delivery Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 or 10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 41

BASIC FUNCTION:

Under the direction of an assigned supervisor, participate in a variety of delivery and distribution functions; drive a vehicle to various locations to pick up and deliver items, mail, food and supplies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Participate in a variety of delivery and distribution functions; load and unload shipments of items and supplies; assure proper and timely distribution of items and supplies
- Drive a vehicle to various locations along assigned routes to pick up and deliver items, mail, food and supplies; distribute items and supplies to appropriate personnel; inspect shipments to assure compliance with school site specifications
- Place food items in racks, coolers or freezers as required; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged; assure distribution activities comply with safety and sanitation requirements
- Sort, weigh, package, stamp, meter and assure mail items as needed; learn and apply appropriate related postal regulations, including bulk, express and certified mail; participate in bulk mailing activities; calculate fees; prepare related paperwork
- Assist in daily inventories to determine leftover food item and supply quantities as assigned; compare inventory levels with food service records to verify accuracy
- Operate a variety of standard warehouse and delivery equipment including food carts, forklifts, pallet jacks, hand trucks and dollies; operate a postage meter, scale and other mailroom machines, equipment and tools as assigned; operate a variety of office equipment
- Pick up and deliver mailings and collected monies according to established procedures as required
- Maintain a variety of records related to food items, supplies, orders, inventory, temperature, monies and assigned activities

- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Maintain stock, vehicles and warehouse in a safe, clean and orderly condition; maintain mailroom equipment and arrange for repairs as necessary
- Perform periodic vehicle safety inspections; check and replenish air and fluid levels as appropriate

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, procedures and terminology used in warehouse, distribution and delivery operations

Traffic laws, defensive driving techniques and rules of the road

Proper loading and unloading of trucks

Operation of a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment

Sanitation and safety practices related to handling and transporting food

Storage and rotation of perishable foods

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Inventory practices and procedures

Record-keeping techniques

Proper lifting techniques

Health and safety regulations

Mathematical calculations

ABILITY TO:

Operate a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment

Oversee and participate in a variety of service distribution functions

Drive a vehicle to various locations to pick up and deliver items and supplies

Load and unload shipments of items and supplies

Follow and assure compliance with health and sanitation requirements

Conduct daily inventories and order appropriate supplies

Assure proper temperature of food items

Observe legal and defensive driving practices

Communicate effectively both orally and in writing

Meet schedules and time lines

Establish and maintain cooperative and effective working relationships with others

Add, subtract, multiply and divide quickly and accurately

Work independently with little direction

Maintain various records related to work performed

Observe health and safety regulations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience delivering supplies in a warehouse environment

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Some positions in this class require a valid Forklift Certification to be obtained during the first six months of employment

Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy

Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work

Regular exposure to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various warehouse equipment

Sitting or standing for extended periods of time

Lifting, carrying, pushing or pulling objects typically weighing 75 – 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling and crouching

Heavy physical labor

Seeing to read a variety of documents

HAZARDS:

Traffic hazards

Working around and with machinery having moving parts