

DELIVERY DRIVER, INSTRUCTIONAL MEDIA CENTER

DEFINITION

Under direct supervision performs manual and clerical duties involved in receiving and filling requisitions; preparation and delivery of textbooks and instructional supplies to and from schools.

DISTINGUISHING CHARACTERISTICS

This position classification carries out the procedures for receiving, storing, processing, and delivery of textbooks and instructional materials from the instructional media center.

ESSENTIAL FUNCTIONS

Receives textbook shipments, stocks shelves, fills order request forms from schools and departments.

Establishes and maintains textbook and instructional supply inventories.

Operates delivery truck, conveyors, and forklift.

Receives, inventories, assembles, and delivers science kit materials.

Purchases and stocks large quantities of consumable and "live" material for science kits.

Maintains delivery truck by checking lights, oil, water, tires, and doors.

Checks receipts with purchase orders to insure correctness of orders.

Maintains inventories of stock on hand.

Keeps shelves and goods clean, sweeps, and dusts stock and storage area.

Takes partial responsibility under supervision for maintaining adequate inventory of all materials.

Under direction, may supervise high school students during peak periods.

QUALIFICATIONS

Knowledge of:

Methods and practices of storing, handling, wrapping and delivery of supplies and materials; warehouse and safe driving practices.

Ability to:

Lift and move heavy objects; operate a forklift and drive light and heavy duty trucks; maintain simple clerical and inventory records; keep accurate and current records of warehouse transactions; ability to work with work with the public, students and school personnel tactfully and courteously; learn to operate computer related equipment for inventory control purposes; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation; follow verbal and written directions.

Experience and Education:

At least one year of experience as a laborer, helper, truck driver, or similar work involving duties comparable to those listed above. Equivalent to completion of the twelfth grade.

License:

Possession of a valid California driver's license.

Approved: