

DELIVERY TRUCK DRIVER

JOB SUMMARY

Under general supervision, loads, unloads, and operates a medium truck or a van in the distribution of supplies, materials, furniture, food, equipment, mail, and money; counts, records, and stores supplies; performs related duties as required.

ESSENTIAL DUTIES

- Drives a scheduled route to schools, departments, and district offices to deliver and pickup educational materials, equipment, and/or food.
- Loads and unloads trucks with a wide variety of school district materials, supplies, and equipment, including food carts, barbecues, and other heavy equipment for district or campus catering, maintenance, construction, and repair.
- Verifies accuracy of accompanying paperwork.
- Drives a van to various vendors to obtain mechanical repair materials for various maintenance and operations projects throughout the district.
- Keeps records of quantities and accounts for items.
- Transports money.
- Performs preventive maintenance to trucks and makes minor or emergency repairs or adjustments when necessary.
- Operates a forklift, stock picker, and pallet jack.
- Keeps warehouse and trucks clean and orderly.
- Participates in periodic and/or annual inventories.

MARGINAL DUTIES

- Assists in general warehousing duties, including the use of computers, in filling orders, stocking shelves, and unloading and inspecting materials.
- May participate in training new employees.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent, and one year of truck driving experience, or warehousing or messenger experience which involved driving a medium truck.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Motor vehicle laws related to truck driving.

Ability to:

- Perform manual work involving lifting and moving heavy objects.
- Drive a truck or van in a safe manner.
- Organize and modify schedules to accommodate unplanned changes.
- Work under all kinds of weather conditions.
- Read maps and select appropriate routes to travel.
- Follow oral and written instructions and requests.
- Maintain work schedules without close supervision.
- Keep simple alpha and numeric records.
- Work cooperatively with others.
- Operate a forklift, stock picker, and pallet jack in a safe manner.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS: Typical delivery driver conditions including frequent climbing in and out of truck in all kinds of weather; releasing and securing tailgate and/or rear doors; loading and unloading extremely heavy or bulky items such as food carts weighing several hundred pounds, with the assistance of another person on delivery; independently moving loads of more manageable size or weight.