

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Warehouse Delivery Worker I (W48)/ II (W74)** Job Family: 12  
 Department: Central Warehouse Lane Placement: **4/5**  
 Supervisor's Title: Director of Purchasing/Warehouse Distribution Coord. Contract: 242 Days  
 FLSA Classification: Non-Exempt Hours per Day: 8 Hours  
 Original date: 10/94 Revised: 12/08 Revised: 07/15 Revised: 09/20

**GENERAL FUNCTION**

Under the supervision of the Director of Purchasing and Warehouse Distribution Coordinator, the **Warehouse Delivery Worker** receives shipments, stocks shelves, fills orders from inventory requisitions for food service, picks up surplus from schools, delivers custodial, school, and maintenance supplies. Incumbent loads the trucks and delivers to respective designations. Incumbent cleans assigned area of the warehouse daily, maintains the delivery truck, and fills out paperwork for all vehicle use during the day (e.g., monitoring all fluid levels, keeping truck washed and clean). Incumbent may be assigned to work for other departments (i.e. custodial, facilities, etc.) during the summer months or as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Receive incoming freight. Check and count freight to match packing slips, purchase orders and invoices.
- Fill orders from inventory requisitions for nutrition, custodial, school and maintenance supplies and report any problems to a supervisor.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Operate equipment (forklifts, pallet jacks, etc.) in the warehouse in a safe manner to ensure safety of self and co-workers and avoid damage to products, vehicles or buildings.
- Load truck/van in an organized manner to facilitate convenient unloading at scheduled stops. Deliver orders to appropriate school/building. Deliveries may include non-inventory items, books, loaner equipment, computers, furniture and supplies to new schools, etc.
- Check products on and off truck using pick tickets to ensure correct delivery.
- Complete proper paperwork with signature and date for damaged or missing products when making a delivery. Follow up to ensure corrections have been made.
- Check for damaged products and rodent control per inspection requirements of Agriculture Department.
- Inspect delivery trucks daily to ensure proper fluid levels, gauges, tire pressure and damage or wear. Reports any problems to supervisor. Clean assigned area in warehouse.
- May perform one or more of the following specific duties as assigned (e.g. assist with will-call and walk-ins; work in freezers; respond to emergencies after hours; assist with inventory counts; assist with summer or remodel moves; check freezer temperature; etc.)
- Incumbent may be assigned to work for other departments (i.e. custodial, facilities, etc.) during the summer months or as needed.
- This position requires punctual and regular daily attendance at work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one year of successful related work experience.
- Requires a class B CDL with airbrake certification within six months. Once CDL is obtained, incumbent will be eligible to move to **Warehouse Delivery Worker II**.
- Must be able to perform basic and regular maintenance on this equipment (e.g., charging forklifts, checking tires, oil, and other fluids, watching gauges for problems to be referred to supervisor).
- Must be able to deliver all items to proper locations and meet many delivery deadlines.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Requires excellent interpersonal skills. Must be accurate in all aspects of work.
- Ability to organize loading of trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of warehouse equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Requires ability to operate a large truck with hydraulic lift gate, pallet jack (electric or manual), forklift, stand-up isle fork lift or other warehouse equipment.

**Physical Requirements – Not limited to the following:**

- Frequent, continuous standing and walking.
- Frequent push/pull up to 100 pounds, gripping up to 80 pounds and floor to shoulder lifting up to 67 pounds. Occasional repetitive lifting up to 50 pounds, awkward lift up to 67 pounds, single handle bucket carry up to 50 pounds and floor to waist lifting while stooping up to 50 pounds.
- Occasional working in awkward positions, sitting, climbing, hearing, peripheral vision, depth perception (occasional)
- May be required to work in extreme heat/cold and be exposed to various chemicals.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**