

Job Summary:

Under supervision, receives and distributes freight, acts as the district deliveryman, makes repairs to furniture, building and equipment, and sets up rooms as requested; does related work as required.

DISTINGUISHING CHARACTERISTICS:

Essential Functions:

- Receives, distributes and ships freight;
- Meters and processes mail;
- Transfers furniture and equipment as requested;
- Maintains a record of equipment to be inventoried after checking against invoice and purchase order;
- Runs errands as directed from Administration;
- Processing, duplicating, splicing and operating of film-paper process equipment;
- Microfilm documents;
- Picks up and delivers incoming and outgoing interoffice mail; fills request for supplies and requisitions; deliver supplies, equipment, and audio-visual films and aids; may receive, store, and issue supplies at warehouse in the absence of supervisor;
- Develops, implements, and maintains procedures for the operation of the receiving department and warehouse; receives, stores, and issues materials and equipment ordered by the district on purchase orders; inspects stock for conformity to purchase orders and packing lists, and other discrepancies; fills requisitions and shipping order; makes periodic and annual physical inventories;
- Maintains cleanliness of store room; operates pick-up truck and fork lift; performs other related duties as required.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Maintain a schedule;
- Follow oral and written instructions;
- Keep simple records;
- Lift and move heavy objects.

Knowledge of:

- Map reading and following routes;
- District school locations and delivery points;
- Handling of supplies and equipment.

OTHER CHARCTERISTICS:

Willingness to:

- Work overtime with additional compensation
- Travel locally
- Use own transportation
- Run errands

Job Title: Delivery/Supply/Mail Clerk (5556)

- Perform routine repetitive tasks to completion
- Attend meetings, classes, conferences, and inservice training
- Assign and review work of other employees, aides, and volunteers
- Work at any employer work location

PHYSICAL CHARACTERISTICS:

- Able to lift up to 40 pounds
- Able to stand for entire work shift
- Able to sit at desk for entire work shift
- Perform physical labor for entire work shift
- Perform repetitive work

EDUCATION:

High School Diploma or G.E.D.

EXPERIENCE:

None required.

LICENSES:

Valid California driver's license

FLSA Status: Exempt

December 1991

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco – Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.