

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Delivery Person**

**Job Purpose Statement/s:** The position of Delivery Person is to receive, warehouse, and distribute equipment, materials, and supplies delivered to the District; to perform daily courier and delivery service as required to designated sites; and maintain supply inventories.

**Essential Job Functions:**

- Drive vehicles to transport orders, supplies, and/or intra district mail/materials to designated sites.
- Inspect and maintain equipment and vehicles to ensure safe operating condition.
- Prepare documentation and reports to provide written support and/or convey information.
- Prepare orders, load and unload items onto vehicles, and deliver to sites.
- Monitor and maintain required inventory levels of materials and goods using established ‘first in, first out’ inventory rotation procedures.
- Assist with physical inventories of supplies to verify inventory levels and identify losses.
- Receive goods and materials to ensure specifications, quantity, and quality are accurate; and process packing slips and/or receipts in accordance with established procedures.
- Shelf and/or store materials and supplies in accordance with established procedures.
- Assemble furniture and equipment.
- Operate a fork lift.

**Other Job Functions:**

- Maintain organized work areas to ensure clean and safe environments.
- Attend meetings for the purpose of conveying and/or gathering information as required.
- Attend appropriate workshops/conferences for the purpose of ongoing training.
- Assist other personnel as may be required for the purpose of completion of work activities.
- Perform other job related duties as may be assigned.

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**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- High School diploma or equivalent.
- Prior job related experience.

**Skills, Knowledge Abilities and/or Physical Requirements:**

- Skills to operate material handling equipment and tools; perform basic math to calculate quantities of items; use calculator and/or computer; safely drive vehicle.
- Knowledge of methods of receiving, storage, delivery of materials, materials handling, shipping and receiving; safe driving practices.
- Abilities to sit and walk for prolonged periods; read, write, communicate, understand and carry out oral and written instruction in English; walk and/or drive for extended periods; read maps and schedules; adhere to route schedules; maintain written records. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License and evidence of insurability.
- Tuberculin Clearance.
- Fork Lift Certification or the ability to obtain.

**Reports To:** Director of Fiscal Services, Director of Purchasing, and/or Director of Child Nutrition

**Work Year:** 11 months

**Salary Placement:** Teamsters Salary Schedule Group 36.5

**Evaluation:** Performance of this job will be evaluated in accordance with the Board's Policy on Evaluation of the Classified Personnel and the Teamsters Negotiated Agreement.

Board Approved: June 8, 2010