

**TITLE: SHIPPING/RECEIVING AND DELIVERY PERSON**

**QUALIFICATIONS**

Knowledge of

1. Methods, systems, and record keeping procedures used in receipt and delivery of mail, supplies and equipment, and delivery slips, and the purpose and function of each.
2. Basic English usage, writing and math level necessary to perform assigned tasks.
3. Safe and efficient procedures for truck operation, loading, and delivery.
4. Appropriate techniques for lifting and/or carrying supplies.
5. Safety rules and regulations for this position.
6. Computer-based inventory programs and procedures.
7. Inventory methods, procedures, and record keeping

Ability to

1. Be a productive and active team member.
2. Communicate effectively and tactfully in both verbal and written form.
3. Determine priorities and schedule work effectively and efficiently.
4. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.
5. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
6. Learn new procedures and equipment use.
7. Maintain a variety of records.
8. Maintain cooperative working relationships with all district personnel.
9. Maintain work schedules in performing tasks.
10. Observe and report the need for maintenance repairs to appropriate authority.
11. Present and maintain a pleasant appearance and demeanor.
12. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
13. Receive and give information over the telephone or in person in a courteous manner.
14. Safely use and operate trucks and cargo handling equipment, and materials.
15. Work successfully with diverse groups of people.
16. Work without immediate supervision.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Three (3) years of successful experience in inventory procedures and maintenance of inventory records; good driving record; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating dependability, reliability, and good attendance.
4. Possession and maintenance of a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification desired.

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**REPORTS TO:** Assigned Administrator

**JOB GOAL:** To receive, verify, process and ship materials and equipment, and/or dispose of all special materials, capital assets, tracked assets, to maintain appropriate inventory control records of said assets and provide the district with a safe and effective mail and supply delivery program that includes delivery and pickup services throughout the district.

**ESSENTIAL FUNCTIONS**

1. Delivers mail, supplies, equipment, and Board of Education materials to a variety of locations.
2. Coordinates the annual/cyclic inventory of all tracked assets.
3. Coordinates the delivery of tracked assets to final destination.
4. Coordinates the receipt, storage, tagging, and delivery of tracked assets into and out of district facilities.
5. Coordinates the sale or disposal of obsolete or surplus equipment.
6. Establishes and maintains a log of all freight and traceable materials for shipping and delivery.
7. Establishes and maintains inventory records for all fixed capital assets.
8. Identifies and marks district equipment as tracked assets.
9. Identifies tracked assets and establish and maintain inventory records for such asset.
10. Inventories and marks tracked assets donated to the district.
11. Knows and understands the Mission and Core Values of the district.
12. Maintains disposal records for obsolete or surplus equipment.
13. Maintains inventory records for all specially- (categorical) funded equipment, as needed.
14. Makes appropriate changes or recommend appropriate changes in cases on inventory imbalances.
15. Participates in district in-service training as required.
16. Performs other related duties as assigned.
17. Prepares and ships all freight from the district.
18. Prepares obsolete or surplus equipment for sale or disposal.
19. Produces inventory or custom asset reports as needed.
20. Receives special materials, capital assets and tracked assets.
21. Receives, temporarily stores, and inventories obsolete or surplus equipment.
22. Recommends appropriate changes to receiving, storage, delivery, or inventory procedures.
23. Reports inventory imbalances.
24. Temporarily stores special materials and tracked assets for further processing.

**OTHER FUNCTIONS**

1. Assists with maintaining a clean and safe work environment.
2. Assists in routine safety and site inspections.
3. Identifies and processes warranty cards for tracked assets.

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**SPECIAL REQUIREMENTS**

1. Possession and maintenance of a forklift operator certificate.
2. Must use safety equipment and devices that have been designated for this position.
3. Possession and maintenance of a valid State of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators, for personal protection, up to:  
four (4) hours per day, strenuous physical effort,  
six (6) hours per day, moderate physical effort,  
eight (8) hours per day, light physical effort.
18. Able to work at various elevated heights in a safe and effective manner.
19. Able to work in a wide range of temperatures.
20. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
22. Able to work with cleaning agents in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year/Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education

Date: May 22, 2014

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
AN EQUAL OPPORTUNITY EMPLOYER**