

STOCK CLERK/TRUCK DRIVER

Purpose of Class

To receive, store, and deliver freight. Assembles equipment and furniture as appropriate; performs related work as required.

Primary Function

The principal function of an employee in this class is to receive, count, store and deliver freight, and verify and maintain records on incoming and outgoing shipments; examine contents and compare with records; maintain inventory; fill special orders for schools; ensure accurate and expedient delivery of materials to schools. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Warehouse Foreman. The principal duties of this class are performed in a warehouse and delivery truck setting which includes mechanical equipment that may involve related hazards and outdoor work in inclement weather conditions. Driving to and from various district locations is required.

Essential Duties and Responsibilities (will vary by assignment)

- Receives and unloads freight both manually or with equipment;
- Compiles and delivers freight to assigned schools, maintaining delivery schedule;
- Verifies quantity and quality of order;
- Verifies items received with purchase order;
- Maintains inventory records;
- Communicates with vendors and ordering departments to resolve ordering and/or shipping problems;
- Sorts District mail for distribution;
- Cleans warehouse and delivery truck;
- Perform all work duties and activities in accordance with District policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assembles and moves furniture as needed;
- Tags district assets and records data on the inventory system;
- Removes snow from sidewalks and fire exits;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- District geography, including streets, and school locations;
- Traffic laws;
- Recordkeeping and inventory procedures;
- Basic math skills such as adding, subtracting, multiplying and dividing;
- Time management and organization skills;

- Proper lifting and loading techniques;

Ability to:

- Communicate effectively, both verbally and in writing;
- Establish priorities and work within time constraints and deadlines;
- Safely operate a delivery truck, electric and manual pallet jacks, hand cart, forklift, and pallet mover; will train if necessary;
- Follow written and oral instructions;
- Perform basic mathematical calculations;
- Communicate effectively and establish working relationships with warehouse staff, other employees, administrators, and the public;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.

Acceptable Experience and Training

- High School diploma or GED equivalency is preferred; and
- Valid Idaho Driver's License;
- Warehouse experience preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent stock clerk/truck driver.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, operate a delivery truck and the required equipment, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, delivery truck and the related equipment;
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift and load warehouse inventory and supplies (lifting requirement of at least 50 lbs.);
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.