

Warehouse Driver – Central Receiving

Job Description



Job Title:	Warehouse Driver	FLSA:	Nonexempt
Reports to:	Executive Director of Central Receiving	Pay Grade:	5501A
Dept./School:	Central Receiving Warehouse Bamberg Resource Center	Calendar Days:	257
		Revised:	3.26.2024

Primary Purpose

The Warehouse Driver is responsible for pulling/packing orders for scheduled deliveries on a daily basis, and is directly responsible for all paperwork necessary to maintain accurate central receiving records for each order.

Qualifications

Education/Certification:

- High School Diploma or GED
- Clear and valid Texas driver's license required
- Class B, Commercial Driver's License (CDL) preferred
- Must be eligible for coverage under the district's vehicle insurance program
- Must pass drug and alcohol test

Special Knowledge/Skills:

- Knowledge of shipping, receiving, and inventory control
- Customer Service oriented, display a positive attitude
- Ability to pull and pack orders for shipment
- Ability to operate all warehouse equipment including forklift and pallet jack
- Ability to perform multiple tasks simultaneously
- Ability to read, write, speak, and understand the English language
- Ability to understand and follow detailed written or verbal instructions
- Ability to perform basic math
- Ability to communicate effectively with others
- Must possess mental and emotional maturity to work without supervision

Experience:

- Experience driving large delivery trucks preferred

Major Responsibilities and Duties

Receiving and Distribution

1. Verify accuracy of shipments, unpack items and inspect for damage or defects, and record discrepancies or damage
2. Fill requisitions from stock items, verify accuracy of orders pulled, and obtain signature on all delivery tickets
3. Load and unload materials with forklifts and pallet jacks

Warehouse Driver – Central Receiving

Job Description



4. Manually pack, load and unload delivery trucks as needed and push dollies weighing up to 600 pounds to/from district facilities
5. Deliver, pickup, transfer, or return Aldine ISD assets or materials within the district or to directed destinations
6. Drive trucks up to 60 miles per day in order to maintain delivery schedules
7. Drive one of the district's daily mail routes including distribution of Library Services Book Exchange Program, daily packages, and interoffice mail
8. Utilize available technology to complete deliveries including Web Based Tracking system for delivery confirmation
9. Inspect vehicles and equipment following established inspection procedures to identify needed repairs. Responsible for daily maintenance and battery charging of Distribution Services equipment (pallet jacks, pallet riders, sit-down and standup reach trucks, etc.)

Inventory

10. Sort and store items according to established inventory systems and procedures
11. Participate in all annual and cycle count inventories
12. Conduct physical inventory of warehoused equipment, tools, and supplies and verify against inventory control totals and maintain inventory records
13. Requisition additional supplies from purchasing department as directed
14. Maintain custody records for items being repaired and temporarily on loan
15. Assist with shelving, arranging, and labeling of warehouse supplies
16. Identify shelf life expiration dates on donated supplies and evaluate assets to determine status
17. Assist with online auction process: preparation, preview dates, and pickups/removals

Instructional Materials

18. Assist with annual textbook audits at all Aldine ISD Campuses
19. Remove textbooks that are out of adoption or approved for disposal from Aldine ISD Campuses and Central Receiving warehouse

Safety

20. Follow established safety procedures and techniques to perform job duties including lifting and carrying. Operate tools, equipment, and vehicles according to prescribed safety procedures
21. Correct unsafe conditions in work area and promptly report unsafe conditions immediately to supervisor

Other

22. Assist Bamberg Resource Center Program Director's with cabinet contents on a daily basis
23. Perform daily preventative equipment maintenance tasks including
24. Provide support to Aldine ISD Special Education students who participate in the Central Receiving Work-Based Learning Cooperative Program

Warehouse Driver – Central Receiving

Job Description



25. Perform routine housekeeping tasks to maintain the work area, using brooms, driving floor sweeper, and floor scrubber equipment
26. Cross-train in all Distribution Center positions and participate in ongoing weekly training including safety, customer service skill development and proper operation and maintenance of equipment
27. Perform all other duties assigned

Supervisory Responsibilities

None

Evaluation

The Warehouse Driver's evaluation is the responsibility of the Executive Director of Warehouse Services. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; 24- foot box truck or van.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting. Squatting and pushing are required to position forks for picking up loads on pallets.

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting: Heavy lifting and carrying (60 pounds and over) on a daily basis; lifting while twisting, walking, bending, reaching.

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours. Must be able to work in varying climate conditions as facilities are not climate controlled and temperature fluctuates based on outdoor temperature.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.