



# Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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**PLEASE POST**

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**DATED POSTED: JULY 19, 2019**

## **WAREHOUSE WORKER/DELIVERY DRIVER-LIMITED TERM ASSIGNMENTS Substitute-hourly as needed**

**SALARY:** A minimum of \$19.81 per hour. The salary rate is based on the 2019-2020 salary schedule for unit members.

**POSITION:** Under administrative direction, receive, prepare and distribute incoming and outgoing mail, supplies, and food to various district locations; maintain related inventory records and reports. Receive, prepare and distribute incoming and outgoing mail, supplies, and food to various district locations; prioritize deliveries and work orders; prepare and maintain records related to assigned activities. Pull food and frozen food orders from warehouse; load onto appropriate trucks; deliver goods to various district schools and site kitchens; unload crates and boxes; pick up empty crates and return them to the warehouse. Receive and distribute mail, packages, and educational supplies to school sites. Check shipments against packing slips and purchase orders. Operate a computer to code and verify requisitions, purchase orders, and related data for accuracy and completeness. Shelf and store items received in the warehouse; place food items in racks, coolers or freezers as required. Receive cafeteria monies and make bank deposits according to established guidelines; deliver district payroll checks as assigned. Operate a district vehicle and a variety of warehouse equipment including forklifts, pallet jacks, dollies, and lift gates. Communicate with school and district personnel regarding the pickup and delivery of orders. Maintain warehouse in a clean and orderly condition; maintain cleanliness of district vehicles; update inventory records as needed; assist in warehouse periodic inventory activities as required, and perform related duties as assigned.

**QUALIFICATIONS:** **Education/Experience:** Any combination equivalent to: graduation from high school and one (1) year experience driving light trucks in delivery work or in a warehouse environment. **Knowledge/Abilities:** Knowledge of basic methods, practices and terminology used in warehouse operations; use and terminology of requisitions, purchase orders, invoices and other warehouse documents; proper loading and unloading of trucks; shipping and receiving procedures, and operation of a computer terminal and data entry techniques. The ability to perform physical and clerical duties involved in packing, storing and shipping supplies; receive, store, ship and deliver materials, supplies and equipment to various locations; operate a forklift and other warehouse machines and equipment, and assist in maintaining inventory. **Licenses and Other Requirements:** Valid California driver's license, and a driving record acceptable to the district for insurance purposes.

**EXAMINATION:** The examination process may include a written examination, performance test, and oral interview.

**APPLICATION:** District application may be obtained online at [www.busd.k12.ca.us](http://www.busd.k12.ca.us) and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application.** All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/background clearance, drug screening, physical examination including drug screening, and a test for tuberculosis.

**CLOSING DATE:** Applications will be accepted on a continuous basis.

**TEST DATE:** To be determined.

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**APPLICATION REQUIREMENTS:** Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

**EXAMINATION NOTIFICATION:** Notification of examination time and place may be made through the United States mail service or email.

**CONVICTION RECORD:** If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

**TUBERCULOSIS TESTING:** Prior to employment, you will be required to pass a tuberculosis examination at your expense.

**PHYSICAL EXAMINATION AND DRUG TESTING:** Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

**MILITARY SERVICE CREDIT:** For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

**MEDICAL, DENTAL, AND VISION PLANS:** The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

**RETIREMENT:** The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

**VACATION:** Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

**HOLIDAYS:** The district provides 13 paid holidays per year based on 12 months of full-time employment.

**OTHER LEAVES:** The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

**ACCOMODATION:** You are required to attach an explanation to your application for any accommodations you may need for examinations.

**MERIT SYSTEMS:** The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

**Notice of Non-Discrimination:** Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.