DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Driver Nutrition Warehouse
Reports to: Nutrition Warehouse Supervisor
Dept./School: Nutrition Services

Wage/Hour Status: Non-exempt
Pay Grade: AUX - 3
Date Revised: 8/6/2026

Primary Purpose: Deliver materials, equipment, and supplies as directed.

Qualifications:

Education/Certification:

- Minimum education: High school diploma or GED
- Possess valid Texas Class C driver license and prove insurability with the District's insurance carrier

Special Knowledge/Skills:

- Forklift Operator certification preferred
- Ability to read and interpret documents such as order forms, safety rules, and basic instructions
- Ability to be computer literate for purposes of data entry and completion of online orders
- Ability to calculate figures and amounts to fill out orders as requested
- Ability to operate equipment customarily used in warehouse operations including use of manual shift transmissions on district vehicles, forklifts, pallet jacks and delivery trucks
- Ability to get along with people of diverse cultures
- Ability to coordinate and organize deliveries to optimize route time, supplies, and equipment
- Ability and disposition for successful completion of assigned tasks and duties as prescribed by job necessity or district needs under the direction of supervisor
- Aptitude and disposition for successful completion of assigned tasks and duties as prescribed by job necessity or district needs under direction of supervisor

Experience:

Three years' delivery experience

Major Responsibilities and Duties:

- Manage and pull work orders to be completed in a timely manner
- Maintain inventory control
- Maintain accurate account procedures making sure they are completed in a timely manner
- Assist in ensuring that the warehouse remains clean and orderly
- Give on-the-job instruction and training to personnel under supervision using high standards for safety in the performance of duties and tasks
- Ensure district vehicles are kept cleaned, fueled, and properly maintained
- Practice and model high standards of safety in performance of all duties with emphasis on safe driving skills to and from warehouse to diverse buildings or destinations
- Responds to pages in a timely manner while serving on-call duty
- Perform other duties as assigned by supervisors in line of authority
- Denotes essential functions of position

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; global positioning system (GPS); small hand tools; light truck or van; may use fork-lift and hydraulic lifting equipment

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

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

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

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

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____