

# CITY OF REDWOOD CITY DELIVERY DRIVER/STOCK CLERK

## **DEFINITION**

To operate a light truck or car in the delivery of warehouse stores, mail, and interdepartmental communications; and to perform warehouse duties.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Deliver interdepartmental communications, supplies and mail to City offices.

Receive, stock and store all materials; maintain inventory records.

Maintain records of fuel consumption from the corporate yard and police department.

Pick up packages and material from vendors for the City warehouse and equipment repair shop; issue stock items.

Deliver pay checks from finance department to other City departments.

Maintain premise in a clean and orderly condition; maintain general upkeep of delivery vehicle.

Operate a forklift and a variety of other equipment.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Storekeeping procedures, including receiving and inspecting materials.

Inventory procedures and forms.

Purchasing and requisitioning procedures.

### **Ability to:**

Maintain accurate and current records of stock transactions.

Fill orders accurately from requisitions.

**CITY OF REDWOOD CITY**  
**DELIVERY DRIVER/STOCK CLERK (Continued)**

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Operate a forklift and a variety of office equipment.

Follow oral and written instructions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Characteristics:**

Must be able to perform heavy manual labor and work outside in varying climatic conditions.

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One year of delivery or storekeeping experience, including public contact.

**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**Effective Date:** February, 1985

**Bargaining Group:** Service Employees' International Union - Local 715