



Job Title: Purchasing/Warehouse Driver Stocker

Exemption Status: Nonexempt

Reports to: Executive Director Purchasing

Date Revised: September 2025

Dept./School: Purchasing Warehouse

Pay Grade: MT03

Primary Purpose:

Deliver materials, equipment, and supplies to schools and departments from the district warehouse in a safe, timely, and efficient manner.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas driver's license
- Must be able to obtain a Texas CDL within one year of hire

Experience:

- Minimum one (1) year of warehouse and delivery experience

Special Knowledge/Skills:

- Ability to learn and upgrade job skills
 - Ability to handle a heavy workload
 - Ability to perform assigned tasks such as receiving, sorting, delivery, and inventory
 - Ability to use power equipment such as a forklift truck
 - Ability to get along well with others
 - Ability to follow instructions
 - Ability to complete assignments in a timely and workable manner
 - Efficient and accurate when performing cycle counts
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Major Responsibilities and Duties:

Receiving and Delivery

1. Pulls all warehouse orders.
2. Assumes responsibility for loading trucks for the day's delivery.
3. Delivers all warehouse orders to designated locations.
4. Assumes responsibility for the security of all delivery paperwork.
5. Assumes responsibility for daily truck maintenance (Oil, Water, Air Tank, etc.).
6. Demonstrates, through goal setting, a clear sense of direction in daily activities.
7. Performs routine tasks promptly.

Safety

8. Ensure that all product is safeguarded against biohazards during loading, transport, and unloading.
9. Follow established safety procedures and techniques while performing job duties, including lifting and climbing.
10. Operate tools, equipment, and machinery in accordance with prescribed safety procedures.
11. Operate all safety and fire-prevention equipment within the warehouse as required by local code and/or school policy.
12. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.

Other

13. Maintain storage areas and loading and unloading docks.
14. Perform routine maintenance and cleaning of lift equipment and delivery trucks.
15. Secure warehouse locations by locking doors and coolers.
16. Communicate with security regarding irregular access to the facility.
17. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

Lifting: Occasional light lifting and carrying (less than 80 pounds)

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: Work with frequent interruptions; maintain emotional control under stress

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

Reviewed by _____

Date _____

Received by _____

Date _____