**Child Nutrition Warehouse Worker**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition **Classification:** Auxiliary

**Dept/Campus:** Child Nutrition **Paygrade:** A-3

**Wage/Hr Status:** Nonexempt **Revised:** April 2017

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Assist in the daily activities of the assigned receiving department to ensure safe and efficient storage retrieval, and delivery of district supplies.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

Valid driver’s license

**Special Knowledge/Skills:**

Knowledge of computerized inventory and tracking system

Ability to operate hand tools and mechanical equipment

Ability to communicate effectively

Patient and calm demeanor with students and others

**Experience:**

Two years experience in warehouse/delivery operations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in verifying accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders, record any discrepancies or damage.
2. Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
3. Move inventory to various locations manually or by operating mechanical equipment, including forklift, pallet jack, and handcart.
4. Receive deliveries from Vendors.
5. Responsible for rotating inventory in the warehouse on a FIFO basis.
6. Assist in the warehousing and storage of supplies and equipment, which may include surplus furniture, equipment, certain school records, and consumable materials.
7. Maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.
8. Operate tools equipment, and machinery according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties.
10. Comply with district policies and regulations.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
12. Maintain a neat and orderly workspace (including delivery truck) and assist in cleaning of assigned area.
13. Responsible for timely truck maintenance and reporting of all repair needs.
14. Respond to suggestions for improvement in a positive manner and maintain positive working relationships.
15. Maintain foods at recommended temperatures during receiving and storage as evident by completed temperature records.
16. Pull loads and verify accuracy of pallets with Inventory Specialist and Warehouse Lead prior to loading trucks for delivery.
17. Adhere to all Health department guidelines regarding storage of inventory.
18. Keep warehouse inventory organized and easily accessible for pulling of loads.
19. Other duties as assigned.

**EQUIPMENT USED:**

Computer, ladder, dolly, scaffolding, forklift, pallet jack, box knife, and small hand tools, truck

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Must be able to position and frequently move about within the work area; ability to retrieve, transport position/reposition objects, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; ability to position self and perform work in various areas of the facility including elevated surfaces; work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; exposure to extreme hot and cold temperatures; work on ladders and scaffolding; exposure to slippery and uneven surfaces; occasional irregular work hours; ability to reposition and transport 50lbs.

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

Employee Date

Supervisor Date