

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WAREHOUSE WORKER - FOOD AND NUTRITION SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director-Food and Nutrition Services or designee, perform a variety of duties related to the shipping, receiving, storing, rotation and issuing of food service equipment and supplies; maintain and prepare related records and reports; drive a District vehicle to various locations to deliver goods as assigned; maintain District vehicle in proper working order.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of duties related to the shipping, receiving, storing and issuing of food service equipment and supplies; prepare and maintain related records and reports; assure food service equipment and supplies are delivered in a timely manner.

Receive, unload, tag, store, and inventory dry goods, fresh and frozen foods, and non-consumable supplies in a safe, orderly, and efficient manner. Inspect shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods, or other discrepancies.

Drive a District vehicle to various locations to pick up and deliver food service equipment and supplies, timesheets, receipts, laundry and applications; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle; fuel and check fluid levels.

Pull food orders from warehouse; load onto trucks; deliver food items to District sites and kitchens; unload crates and boxes; pick up empty crates and return them to the warehouse.

Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.

Fill and process requisitions; pull, pack and ship items or supplies to District locations according to established procedures; monitor stock levels.

Input daily receipts into computer; input daily requisitions into computer as needed.

Prepare requests for purchase of food supplies and maintain proper inventory levels.

Report quality control problems to the Food and Nutrition Services Warehouse Lead.

Follow appropriate food safety procedures while performing duties.

Receive monies; log monies received; deposit monies in safe according to established guidelines.

Issue stock in accordance with approved requisitions; communicate with school site and District personnel regarding the pickup and delivery of orders; resolve shipping errors between District warehouse and individual school sites; respond to emergency service requests.

Operate a variety of warehouse equipment including forklifts, pallet jacks, dollies and postage meters.

Maintain warehouse in a clean and orderly condition.

Assist in periodic inventory activities as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Safe handling, rotation, and storage of food.

Warehouse procedures, requisitions, purchase orders, invoices, and delivery slips.

Methods used in receiving, storing, issuing, inventorying.

Proper loading and unloading of trucks.

Operation of equipment and machines used in the receipt, storage and shipping of food service supplies and equipment.

Record-keeping techniques.

Operation of a computer and data entry techniques.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Space utilization and inventory techniques.

Health and safety regulations.

**ABILITY TO:**

Warehouse procedures, including methods of proper and orderly storage of various food, supplies and equipment.

Set up and operate a central warehouse.

Perform physical and clerical duties involved in the rotation and proper handling of food service supplies and equipment.

Operate a light truck, forklift, pallet jack and other warehouse machines and equipment.

Assist in maintaining inventory.

Maintain records of food supplies and equipment.

Operate a computer terminal

Understand and follow oral and written instructions.

Prioritize and schedule work.

Effectively communicate to exchange and understand information.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Sit or stand for extended periods of time.

Effectively operate a variety of warehouse equipment.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Perform heavy physical labor.

Use proper lifting methods.

Effectively read and analyze a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

High School diploma or equivalent required and two years experience in a warehouse delivery environment preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Pass Employee Entrance Evaluation Possession of a valid Forklift Certification within the first six months of employment.

Possession of a valid California Class B driver's license with air brake endorsement. The District shall reimburse unit members the renewal cost of any special driver's certificate (other than Class C driver's license) required in the performance of their duties. This shall include Class A or B license for those employees whose job description requires such a license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.

Driving a vehicle to conduct work during adverse weather conditions.

Fumes from vehicle and equipment operation.

Cold from coolers and freezers.

**HAZARDS:**

Working around and with machinery having moving parts.

Adverse weather conditions.

**BOARD APPROVED:** May 2, 2023