

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of the Director -Food and Nutrition Services, plan, coordinate, lead and assist in the operation of the food processing center's warehouse; perform a variety of duties related to the shipping, receiving, storing, issuing and delivery of food service equipment and supplies; coordinate stock control and inventory systems; 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; train and provide work direction to assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, coordinate, lead and assist in the operation of the food processing center's warehouse.

Plan, organize, direct and assist in the receiving, checking, marking, storing and issuing of food, supplies and equipment; prepare and maintain related records and reports; assure food service equipment and supplies are delivered in a timely manner; deliver equipment and supplies as necessary.

Determine routes and schedules for deliveries to assigned schools.

Receive, record and inspect shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; report shortages and discrepancies to supervisor.

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.

Train, assign and assist in the selection and evaluation of warehouse employees and drivers for the Food and Nutrition Services Department.

Conduct monthly inventory; update and maintain inventory records; maintain and compile reports and prepare recommendations for the reorder of supplies.

Maintain warehouse in a clean and orderly condition; assure compliance with fire laws and codes.

Operate a variety of warehouse equipment including forklifts, pallet jacks, delivery vehicles and other

equipment as needed; coordinate the service and routine maintenance of food service warehouse equipment.

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.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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.

Principles and practices of training and providing work direction to others.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Space utilization and inventory techniques.

Health and safety regulations.

**ABILITY TO:**

Plan, coordinate, lead and assist in the operation of the food processing center's warehouse.

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

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.

Maintain inventory levels.

Maintain records of food supplies and equipment.

Prepare records and reports.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Speak, read and write English at a level required for satisfactory job performance.

Maintain consistent, punctual and regular attendance.

Sit or stand for extended periods of time.

Move hands and fingers to operate a variety of warehouse equipment.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel and crouch.

Use proper lifting methods.  
Perform heavy physical labor.  
See to read a variety of documents.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in a warehouse or storekeeping environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.  
Valid forklift certification.  
Floor-lift 72 pounds and arm-lift 66 pounds.

**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.