

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE STOCK CLERK-FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the receiving, storing, rotation and issuing of food, food service equipment and food service supplies.

ESSENTIAL FUNCTIONS:

Unload, tag, store and inventory dry goods, fresh and frozen foods and non-consumable supplies in a safe, orderly and efficient manner.

Pull warehouse, cooler and freezer items for the Food Processing Center.

Receive daily requisitions and fill orders according to established procedures; pick and stage food and supply orders for delivery to schools.

Maintain cleanliness and order in warehouse, coolers and freezers.

Operate forklift, manual and electric pallet jacks; operate a vehicle to conduct work.

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

Serve as central point of contact for Food Processing Center production regarding daily requisitions and will calls.

Maintain daily communication with Food and Nutrition Services Buyer regarding deliveries and inventory; assist Buyer as needed.

Report quality control problems to appropriate personnel.

Follow appropriate food safety procedures while performing the duties.

Deliver food and supplies to school kitchens in the Food and Nutrition Services van as needed.

Receive dry goods, fresh and frozen foods and non-consumable supplies as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe handling, rotation and storage of food.

Proper loading and unloading of trucks or vans.

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

Operation of a computer and data entry techniques.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Space utilization and inventory techniques.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

Learn 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.

Assist in maintaining inventory.

Maintain routine records.

Operate a computer terminal.

Understand and follow oral and written instructions.

Prioritize and schedule work.

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

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Move hands and fingers to operate a computer and various warehouse equipment.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Perform heavy physical labor.

Use proper lifting methods.

See to read a variety of documents.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and one year experience in a warehouse delivery environment.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Fumes from equipment operation.
Cold from coolers and freezers.
Driving a vehicle to conduct work.

HAZARDS:

Working around and with machinery having moving parts.