



Sequoia Union High School District

Job Description

JOB TITLE:	Food Service Warehouse/Delivery Worker I/II
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified – M&O
SALARY SCHEDULE:	10.5-I and 12/.5-II
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

To receive, check, store and issue food supplies and equipment; to pick up and deliver food and supplies; to prepare and process various paperwork related to receiving, purchase orders, deliveries and inventory; to work in District warehouse as needed; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Food Service Warehouse/Delivery Worker I/II is distinguished from the Warehouse/Delivery Worker I/II series in that employees in this position work primarily in food service and must have knowledge of food refrigeration and safe storage.

The **Food Service Warehouse/Delivery Worker I** is the first working level of this series, and is sometimes filled by temporary or seasonal employees. Employees at this level work under closer supervision performing the more routine tasks requiring less knowledge of receiving and warehousing operations. Employees take direction from the Central Kitchen Manager and/or Production Lead as well as from the Delivery Worker II.

The **Food Service Warehouse/Delivery Worker II** is a full working level and employees work under general supervision to accomplish required tasks. Employees at this level have a thorough knowledge of receiving, warehousing and delivery operations, procedures, processes and equipment. Employees at this level may provide direction to employees in lower level classifications.

EXAMPLES OF DUTIES

- Receives frozen, refrigerated and dry food products, materials, equipment and supplies delivered to the Food Service warehouse under purchase orders;
- Inspects incoming stock for apparent damage and conformance to purchase order; contacts Food Service Director or Supervisor regarding discrepancies;
- Organizes and stores food, equipment and supplies using forklifts, pallet jacks and ladders;

- Loads delivery trucks and delivers food, equipment and supplies to school sites
- Coordinates outbound deliveries of food and supplies;
- Prepares and processes paperwork related to shipping, receiving, inventory, purchase orders, and storage;
- Uses computer to access inventory, storage and delivery information;
- Plans and organizes warehouse layout ensuring proper and safe storage, accessibility, and control of stock;
- May direct the work of temporary or seasonal workers

QUALIFICATIONS

Ability to

Learn computerized record keeping systems

Knowledge of:

Food Service warehouse procedures, requisitions, purchase orders, invoices, and delivery slips, and the use of each.

Methods used in receiving, storing, and issuing food, supplies and equipment.

Record keeping as related to receiving, issue, and inventory.

Use of forklifts, pallet jacks, lifts, and delivery trucks.

Safe working practices including lifting, and safe driving practices.

Skill in:

Keeping accurate and current records of warehouse transactions.

Operating forklifts, pallet jacks, lifts and delivery trucks.

Organizing stored materials.

Following oral and written directions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Working independently and exercising independent judgment.

Maintaining safety procedures

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to sufficient formal and/or informal education to provide the necessary reading, writing and arithmetical skills, and one year of experience in receiving, storing, issuing and delivering materials.

OTHER REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision to operate vehicles safely, inspect received materials, and prepare and process paperwork.
- Physical strength and stamina to lift and carry up to 70 pounds, push or otherwise manipulate heavier objects, and perform sustained strenuous physical labor.
- Hand, arm and leg dexterity to operate vehicles and forklifts and grasp materials.
- Mobility to climb stairs and ladders, walk, stoop and bend to reach materials.
- Speech and hearing to give and receive information and instructions.
- Work outdoors and in exposure to temperature extremes, of refrigerated areas; noise, fumes, equipment and machinery, and potential spills of caustic chemicals

