

CHILD NUTRITION SERVICES WAREHOUSE CLERK

Purpose Statement:

The job of Child Nutrition Services Warehouse Clerk is done for the purpose/s of pulling and delivering orders to district child nutrition services facilities; verifying stock and identifying losses; and maintaining an organized layout and safe work environment.

Essential Functions

- Assists in receiving stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Cleans warehouse, refrigerator, and freezer for the purpose of maintaining an organized layout and safe work environment.
- Conducts physical inventories monthly for the purpose of verifying stock and identifying losses.
- Drives delivery vehicle for the purpose of transporting orders to designated sites.
- Inspects warehouse and delivery equipment for the purpose of maintaining items in safe operating condition.
- Performs routine maintenance on vehicle (e.g. gas, oil, water, battery, windshield/lenses, clean inside/outside, report any problems, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Processes deliveries and/or materials (e.g. food, supplies, signs delivery slips, pulling orders) for the purpose of disseminating and/or materials to appropriate parties.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Stores stock and non-stock items (e.g. inspects for damage, rotates stock, reviews discrepancies, dates, etc.) for the purpose of ensuring specifications, quantity and quality of orders are correct.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using material handling equipment including operating forklifts, pallet jacks, hand trucks etc.; preparing accurate records; operating standard office equipment; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: food safety; methods of receiving, storage, delivery of materials and rotating food items; and methods of materials handling and knowledge of district geography.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience No job related experience is required.

Education High School diploma or equivalent.

Required Testing

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

Certificates & Licenses

- Valid State Driver's License & Evidence of Insurability
- Forklift Operator's Certificate

Continuing Educ. / Training

- Maintain Certification(s)

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

3/25/2009

Salary Grade

Clafd 20